Textura Timberline Integration Manual

Version 2.2

July 21, 2008

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Table of Contents

1. Overview 6

Description 6
Textura-Timberline Workflow 6
Textura Billing Process 7

A. Commitments/Subcontracts Change Orders 7
B. AP Invoices 7
C. Insurance/Legal Documents 7
D. Accounts Payable 8

2. Textura – Timberline File Locations and Custom Reports 9

Introduction 9
A. File Locations 9
B. Adding Custom Reports to Report Menus 12
C. Updating Custom Reports 14
D. Changing Print File Location 16

3.Identifying your Accounting Package in Textura 19

4. Export and Import Commitments/Commitment Change Orders 21

Introduction 21
A. Export Commitments from Timberline 21
B. Export Commitment/Subcontract Change Orders 22
Introduction 22
I. Timberline, version 9.1 or less 22
II. Timberline, version 9.2 or greater 22
III. Timberline default for PJ/JC Change Orders 22
IV. Export JC Change Orders 23
V. Export PJ Change Orders 24
C. Import Commitments into Textura 25
D. Import Subcontract Change Orders into Textura 30

5. Export and Import Owner/Prime Contract Change Orders 32

Introduction 32
A. Export Owner/Prime Contract Change Orders from Timberline 32
B. Import Owner/Prime Contract Change Orders into Textura 33

6. Export and Import Legal Documents and Requirements (Insurance Expiration Dates) 37

Introduction 37
A. Export Legal Documents and Requirements from Timberline 37
B. Import Legal Documents and Requirements into Textura 38
I. Overview 38
II. Importing Legal Documents and Requirements 38

7. Export and Import Textura Subcontractor Invoices 42

Introduction 42
A. Export invoices from Textura 42
B. Import Invoices Into Timberline 43
C. Ask Name Setting for Invoices 45

8. Recording Invoices (Draws) completed in Textura into Timberline 48

Introduction 48

A. Recording Invoices (Draws) using the Accounts Receivable Application 48
I. Use Contacts 49
II. Quick Bill 49

B. Enter Cash Receipts using the Accounts Receivable Application 50

C.Billing Retainage Using the Accounts Receivable Application 51

D. Recording Invoices (Draws) using the Job Cost Application 52
I. Enter Billings 52
II. Enter Cash Receipts 52

9. Recording Subcontractor/Vendor Payouts in Timberline 53

Introduction 53
A. Print the Textura ACH Release report 53
B. Pay Joint Check Vendors 56
I. Print Checks 59
II. Print a Joint Check Custom Design 59
C. Paying Manual Checks 60
I. Select Invoices to Pay 60
II. Print Checks 60
D. Recording Paid Retainage and Paid Invoices from the ACH Release Notice 61
I. Select Retainage Invoices 61
II. Select Invoices to Pay 62
III. Print Checks 63

Appendix A:Textura – Timberline Initial Interface Setup 64

Introduction 64

A. Global Settings 64
I. General 65
Accounting Methods 65
Accrual Method 65
Cash Method 65
Both 66
Timberline GL Account Retrieval Hierarchy 66
Assign Batch Name 67
II. Verifying field descriptions 68
III. Custom Fields 68

B. Application Settings 68
I. AP Settings 68
Bank Account Use Method 68
Lien Waiver Accumulation Method 71
Invoice Selection Order 71
II. CM Settings 72
ACH Bank Account Setup (Optional) 72
III. AR/JC Settings 74
Using Accounts Receivable 74
Verify Billing Settings 74
Verify Billing Method 75
Using Job Cost to enter Receivables 77
IV. Timberline Operator Security 78

Terminology

Since you can change some field descriptions in Timberline, this manual uses the Timberline default descriptions. If you changed any of these standard field names and need to identify the default description, select File, Data Folder Settings, Custom Descriptions, and scroll to respective Timberline Field Types.

Textura	Timberline Field Type	Timberline (default Description)
Subcontractor	AP Vendor	Vendor
Retention (Subcontractor)	AP Retainage	Retainage
Prime Contract Change Order(hidden/visible)	CN Change Order	Owner Change Order (billable)
Prime Contract Change Order(hidden/visible)	JC Change Order	Owner Change Order (billable)
Prime Contract Change Order(hidden/visible)	PJ Change Order	Owner Change Order (billable)
Account Code	JC Commitment	Commitment
Contract Components		Commitment Items
Subcontract Item Number		Commitment Item Number
Subcontract Change Order (hid/vis)	JC Commitment CO	Commitment CO
Subcontract Amount		Committed Amount
Scheduled Value		Scheduled Value
Phase Code	CN Item	(Contract/AIA) Item

1. Overview

Description

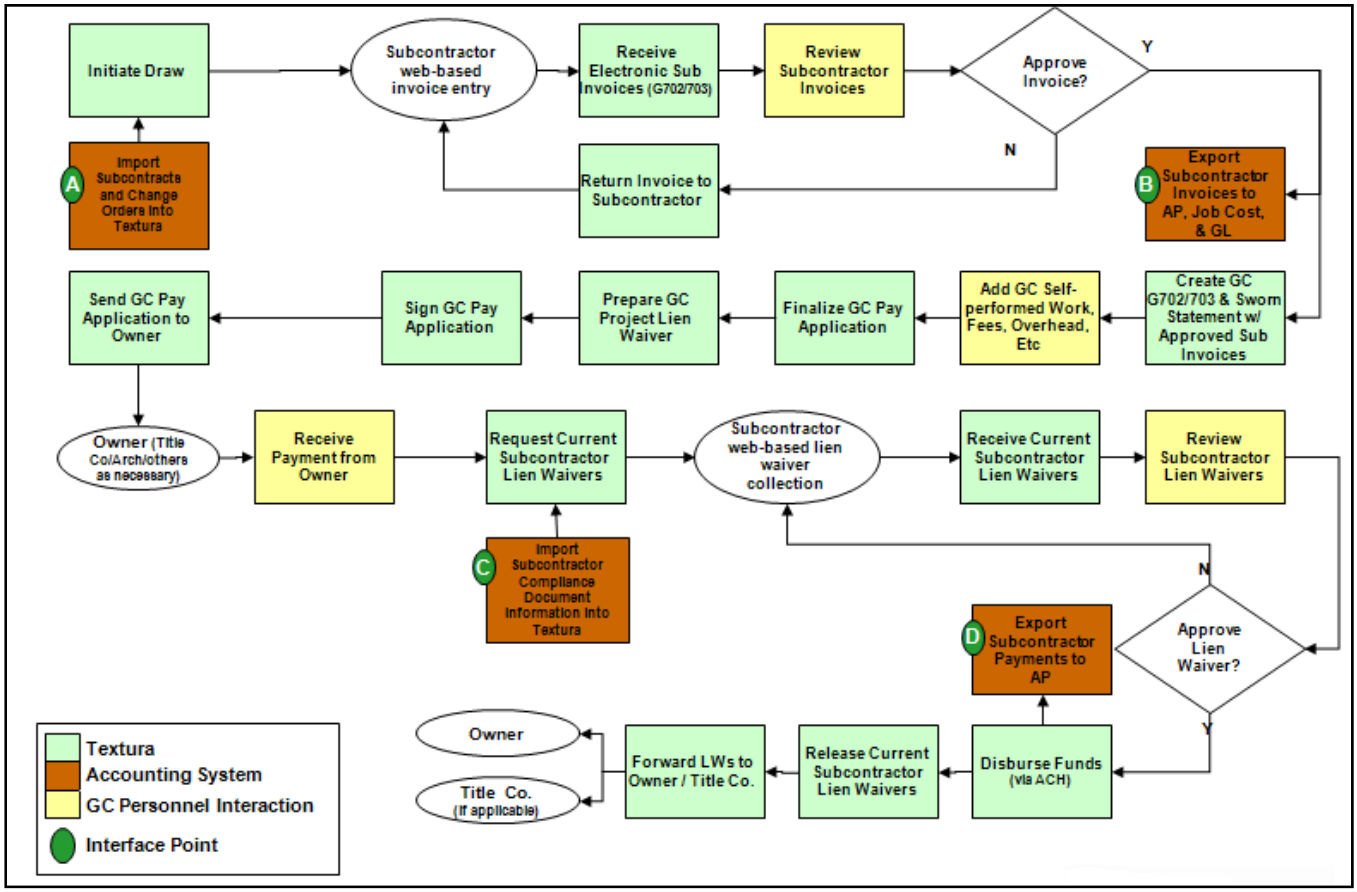
This manual is a guide for setting up the interface between Textura and Timberline and processing the related workflow in Timberline. It is not intended to be a complete guide for Timberline. For more information regarding Timberline, please see the Timberline documentation.

Textura-Timberline Workflow

Integrate Textura's services with Timberline to optimize your payment process. The interface points are:

- Commitments: Export commitments/subcontracts and change orders from Timberline to Textura.
- Prime Contract Change Orders: Export Prime Contract Change orders from Timberline to Textura.
- Invoice entry: Export a file containing the subcontractor invoice information for a draw and import the invoice details into the Timberline accounting system.
- Legal document validation: Export required legal document data from Timberline to Textura.
- Payment entry: Record subcontractor/vendor payouts in Timberline.

Textura Billing Process



A. Commitments/Subcontracts Change Orders

Enter Commitments/Subcontracts in Timberline and export them to Textura. Commitments/Subcontracts may have multiple item distributions between extras, cost codes, and categories.

Enter approved commitment/subcontract change orders in Timberline and export them to Textura. Only approved subcontract change orders are exported to Textura. Textura will accept all new change orders and reject duplicate or previously exported change orders.

Note: Do not change the Commitment or Subcontract Change Order number after importing.

B. AP Invoices

Vendors/subcontractors will enter invoices in Textura. After the invoices are approved by the general contractor in Textura, they are imported into Timberline. Imported records with duplicate invoice numbers (invoice number already exists for a vendor) will be rejected by Timberline.

C. Insurance/Legal Documents

Insurance effective dates, expiration dates, and policy numbers for Auto Insurance, General Liability Insurance, Umbrella Insurance, and Worker's Compensation Insurance may be exported from Timberline to Textura. During the export priority for the source of insurance information can be selected from the following choices:

Select	Information Retrieved from
Latest expiration date	The date for each type of insurance on the commitment/subcontract record will be compared to the date on the vendor record. Information from the record with the latest date per type of insurance will be exported.
Commitment/subcontract record	The information will be taken from the commitment/subcontract record if the information is available, otherwise it will be taken from the vendor record if it is available.
Vendor record	The information will be taken from the vendor record if it is available, otherwise, it is taken from the subcontract record.

D. Accounts Payable

After ACH payments have been disbursed in Textura, Textura's Payment report (ACH Release Report Summary) is available for export. This is compared to the expected payment report in Timberline. If necessary, any discrepancies between the two systems are manually resolved. A "mock check" run is executed in Timberline in order to record the invoices as paid. These "mock checks" are printed to a file or on blank paper.

2. Textura – Timberline File Locations and Custom Reports

Introduction

Note: If the initial setup has already been performed, please skip to Updating Custom Reports Section (Sec. C).

Note: Please see Appendix A for Application and Global Settings for Accounting Methods, Batch Name, and Custom Descriptions

Before using Textura with Timberline, there are initial setup procedures and considerations. These include verifying or changing settings previously selected in Timberline and adding custom reports to the Timberline menu. This section addresses File Location Settings and custom reports.

A. File Locations

Each company or data folder can store data files, design files and print files in various locations. In addition to the folders currently set up for Timberline data, you will need to create folders for the following:

- Importing data into Timberline
- Exporting data to Textura
- Textura custom reports

I. Create folders for importing and exporting data

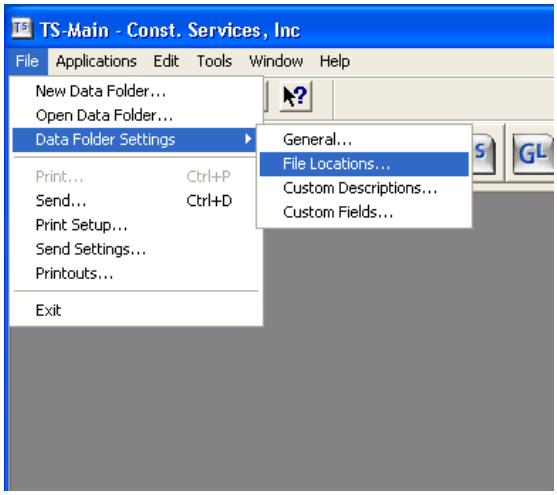
- On the root drive of the workstation that will be performing the imports, create the following folders:
- C:\TEXTURA\Import into Timberline
- C:\TEXTURA\Export to Textura
- If multiple stations will be performing imports, the folders could be set up on the network drive.

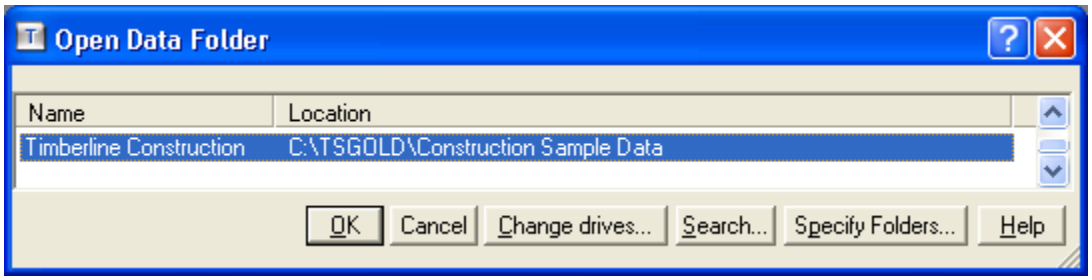
II. Copying custom reports

- To copy custom reports for the interface,
- Create a folder on the network drive.
- For example: T:\Accounting\Textura Custom Reports (replace T:\Accounting with the directory location of your Timberline files).
- Copy the Textura Custom Report designs to the *T:\Accounting*\Textura Custom Reports folder.

III. Verifying current locations and editing import locations

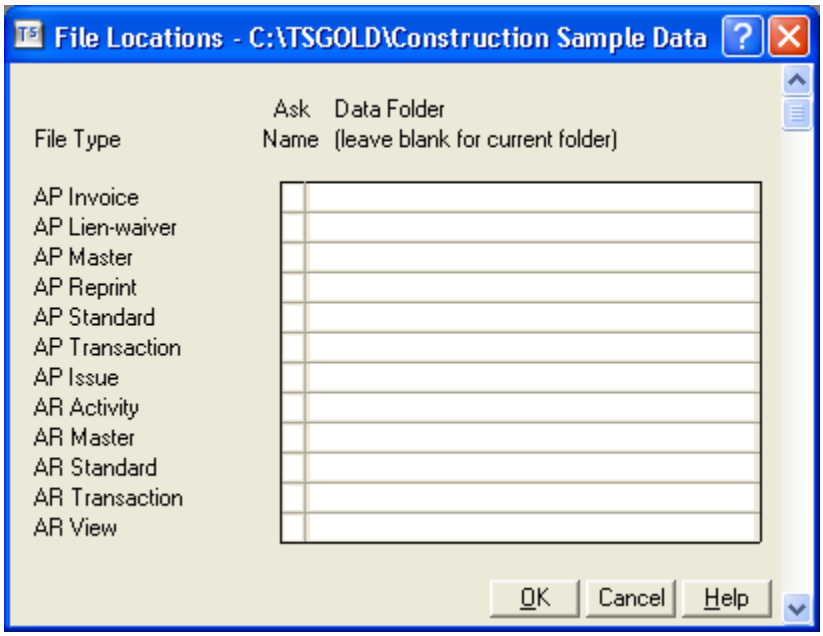
- To view current settings and add import locations,
- From any main menu *click* **File**, **Data Folder Settings**, and then select **File locations**.
- If a data folder location field is blank, files are stored in the company data folder listed in the header of the File Location screen. To verify the location if the full location is not visible, *click* **OK** to close screen, then *click* **File** and select **Open Data Folder**.





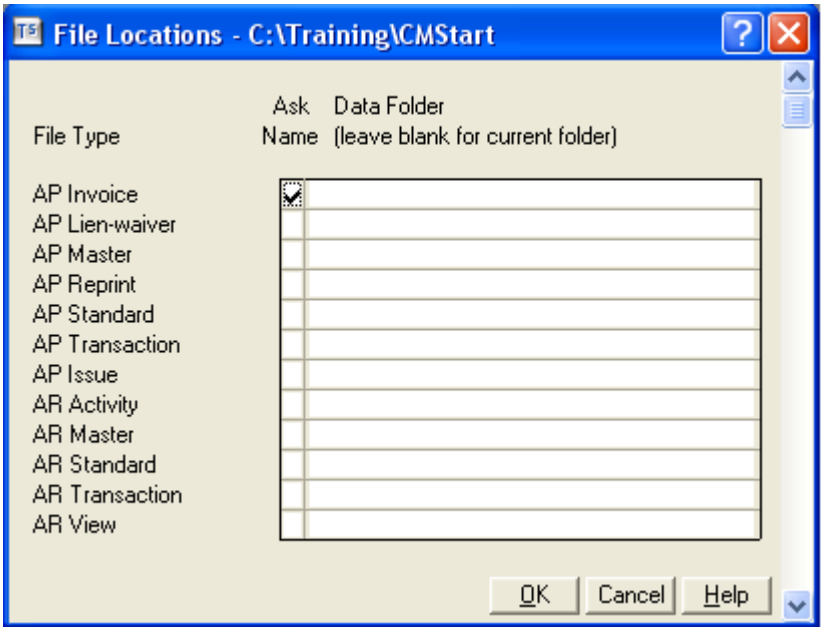
- Select the data folder and *click* **OK**.

- The system displays the File Locations dialog box.

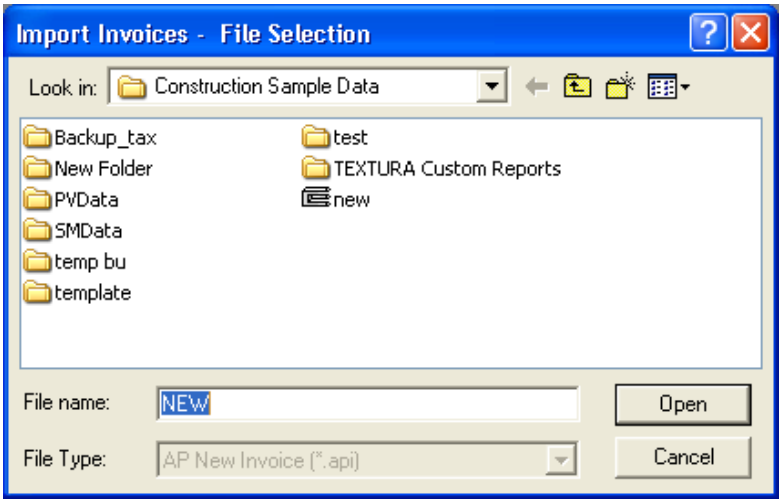


Note: If any of the **Ask Name** boxes are checked, the user will be prompted for a file name each time the particular transaction is run.

If the "Ask Name" setting for the AP Invoice file is checked: (AIso see Sec C Ask Name setting for Invoices on pg 45)



The user will be prompted to select or create a new AP invoice file



IV. Printouts

This is the default location for all print files generated in Timberline other than exports to Textura. If blank, standard Timberline printouts are stored in the company data folder, unless changed during printing. Exports to Textura are stored in the C:\TEXTURA\Export to Textura folder.

Note: See Section D for details on changing the print file location.

V. Reports

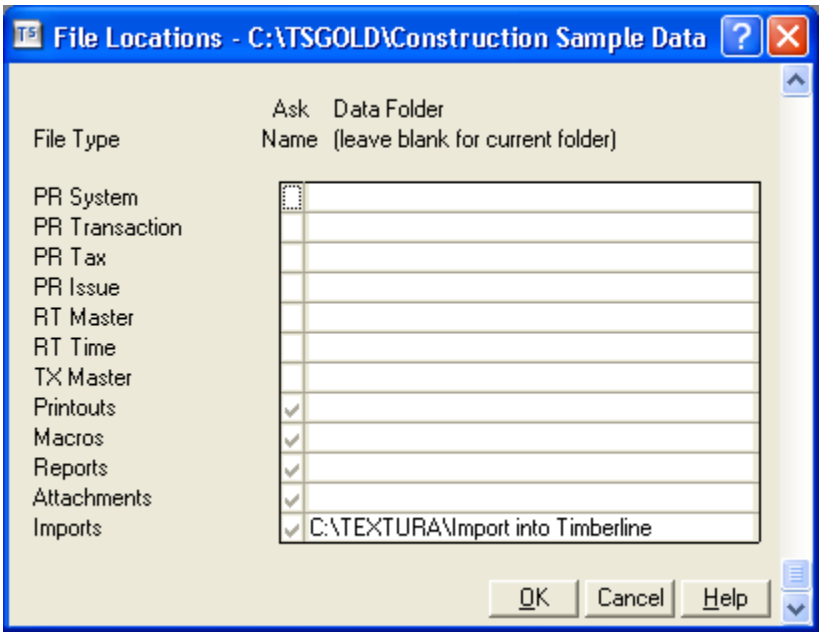
Custom reports for the Textura Timberline interface are stored in the T:\Accounting\Textura Custom Report folder. (Replace T:\Accounting with the directory location of your Timberline files.) All other custom Timberline reports are stored:

If…	Then designs are stored in the…
• Blank	Company data folder.
• Standard Timberline	\Report folder (subdirectory of Timberline files and programs folder.)

VI. Imports

Invoice files that are exported from Textura and imported into Timberline AP are stored in the Data Folder.

Note: It is recommended that a Textura Data Folder be created on the root drive of the Timberline Network Drive (or local station C: drive.) For example: T:\Textura\Import into Timberline.



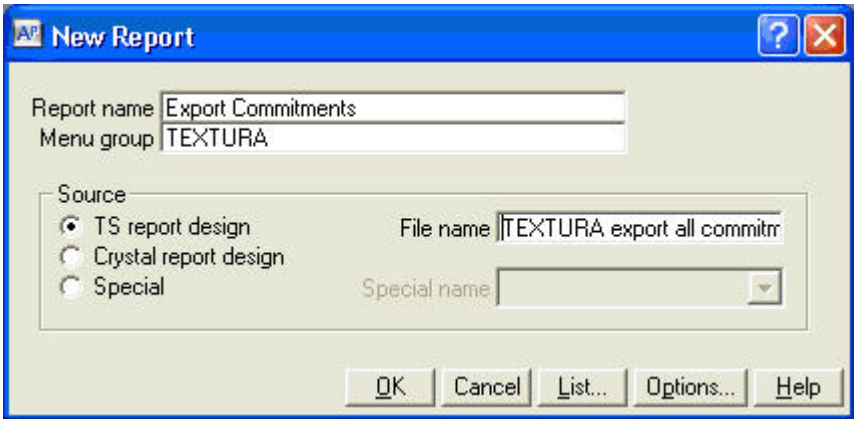
B. Adding Custom Reports to Report Menus

Add export reports to your Timberline Accounts Payable Report menu. These reports allow export files to be created in a format that is compatible with Textura.

1. Under the **Timberline Reports** heading, c*lick* the **Timberline Interface Production Reports** link on the Textura Interfaces Resource website:

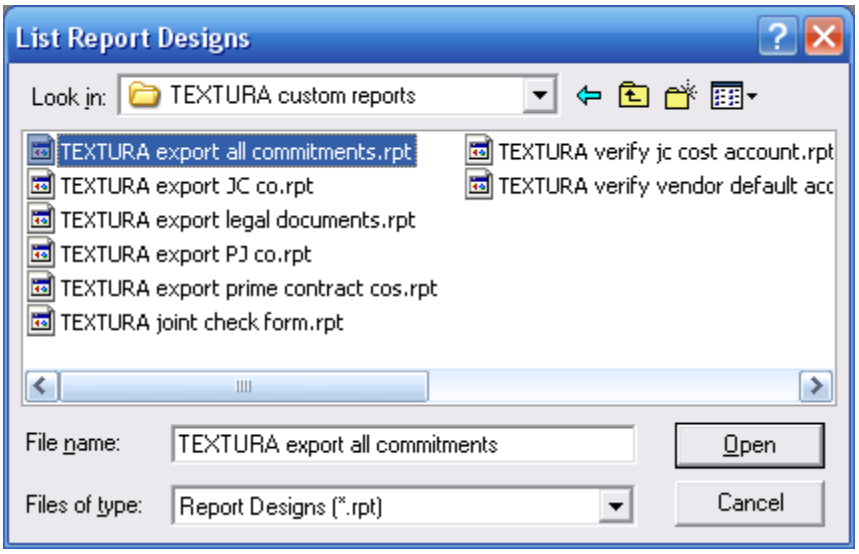
   https://www.texturallc.com/importexport/

2. Save the zip file in your designated Textura folder.
3. Unzip the reports by double *clicking* on the zip folder and select extract all.
4. Extract all reports to your Textura folder
5. From the **AP** main menu, *click* **Reports**, **Report Manager**, and then select **New**.



6. Type the Report name.
7. Type the Menu group (TEXTURA).
8. Select the Source TS report design.
9. *Click* the File name field and then click List.

The system displays the List Report Designs dialog.


List Report Designs
Look in: TEXTURA custom reports
TEXTURA export all commitments.rpt
TEXTURA export JC co.rpt
TEXTURA export legal documents.rpt
TEXTURA export PJ co.rpt
TEXTURA export prime contract cos.rpt
TEXTURA joint check form.rpt
TEXTURA verify jc cost account.rpt
TEXTURA verify vendor default acc
File name: TEXTURA export all commitments
Open
Files of type: Report Designs (*.rpt)
Cancel

10. Select T:\Accounting\TEXTURA Custom Reports from the Look in drop-down.
11. Select the corresponding report design.
12. *Click* **Open** and then **OK.**

Repeat steps 5-12 to add the following Custom Reports:

Report Name	Menu Group	File Name
Export Commitments	TEXTURA	T:\Accounting\TEXTURA\TEXTURA Export all Commitments
Export JC Change Orders	TEXTURA	T:\Accounting\TEXTURA\TEXTURA Export JC co
Export PJ Change Orders	TEXTURA	T:\Accounting\TEXTURA\TEXTURA Export PJ co
Export Prime JC Contract CO	TEXTURA	T:\Accounting\TEXTURA\TEXTURA Export Prime JC Contract
Export Prime PJ Contract CO	TEXTURA	T:\Accounting\TEXTURA\TEXTURA Export Prime PJ Contract
Export Legal Documents	TEXTURA	T:\Accounting\TEXTURA\TEXTURA Export Legal Documents

13. After adding all six reports, *click* **Close** to exit the Report Manager.

NOTE: Depending on where change orders are entered (either JC or PJ), user may elect to only add the JC reports and not the PJ or vice versa. There is no consequence to adding both.

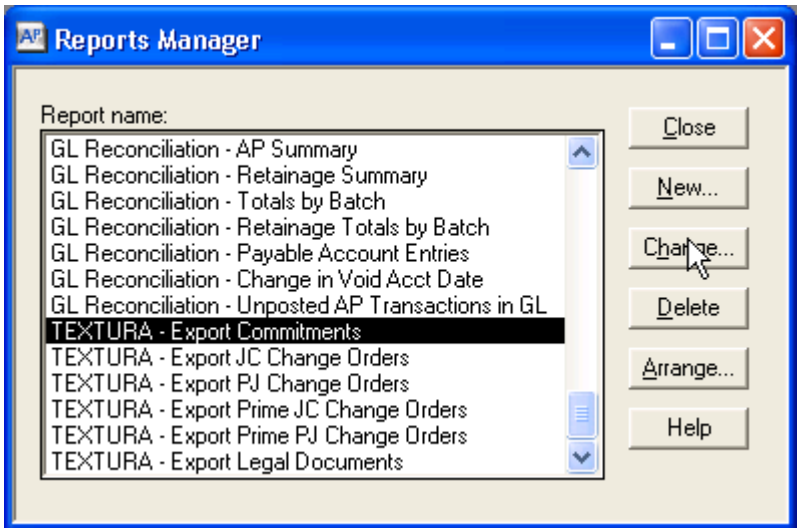
C. Updating Custom Reports

From time to time, the custom reports may be updated. Your Textura contact will inform you of a change and will instruct you to install the latest report(s).

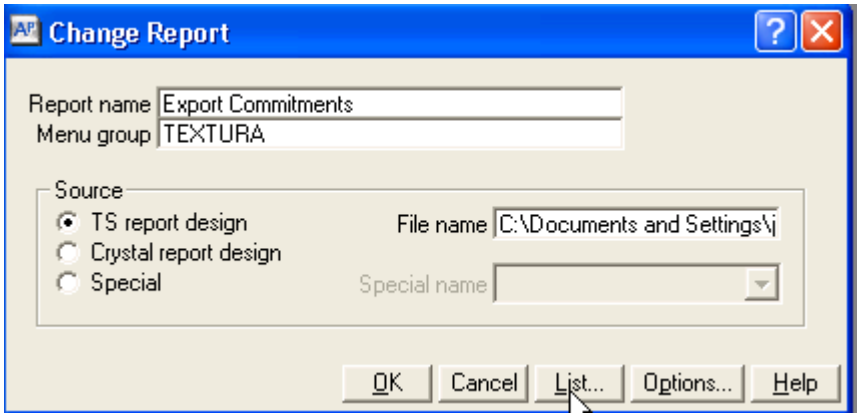
Save the updated reports on your network drive and replace the existing report design.

To replace an existing report:

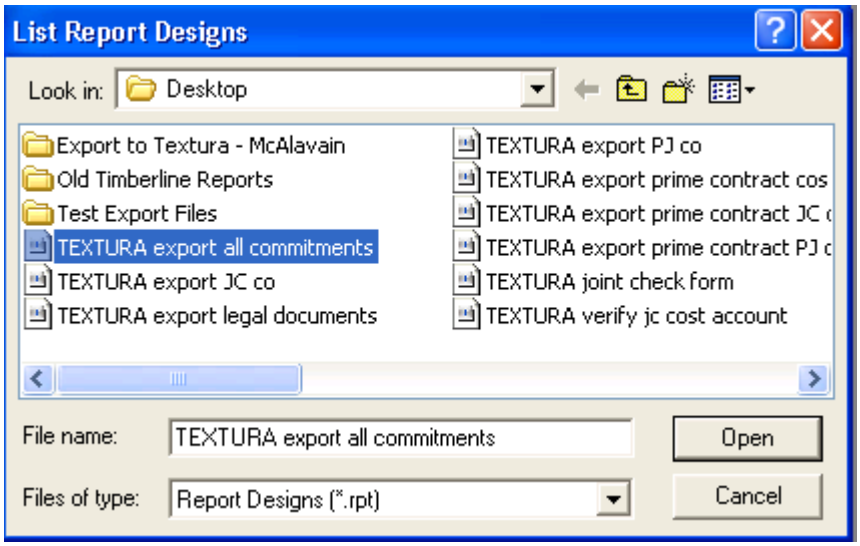
1. From the **AP** menu, select **Reports, Reports Manager**, then select the TEXTURA report to be updated and *click* **Change**:


Reports Manager
Report name:
GL Reconciliation - AP Summary
GL Reconciliation - Retainage Summary
GL Reconciliation - Totals by Batch
GL Reconciliation - Retainage Totals by Batch
GL Reconciliation - Payable Account Entries
GL Reconciliation - Change in Void Acct Date
GL Reconciliation - Unposted AP Transactions in GL
TEXTURA - Export Commitments
TEXTURA - Export JC Change Orders
TEXTURA - Export PJ Change Orders
TEXTURA - Export Prime JC Change Orders
TEXTURA - Export Prime PJ Change Orders
TEXTURA - Export Legal Documents
Close
New...
Change...
Delete
Arrange...
Help

2. *Click* in the **File Name** field and select **List**:



3. Select the updated report:

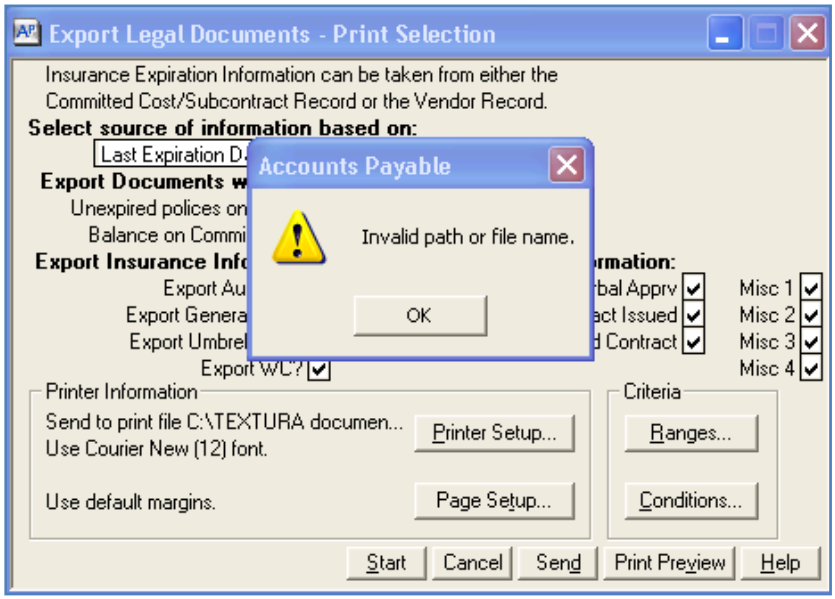


4. *Click* OK

Repeat steps 1-4 until all necessary reports are updated.

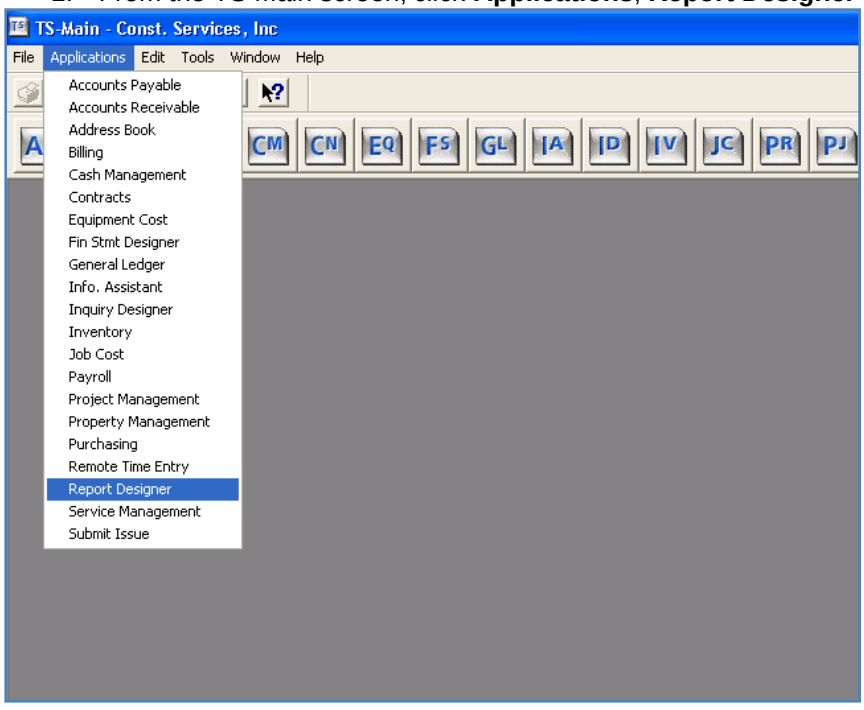
D. Changing Print File Location

The Timberline reports default to a print file location at C:\Export to Textura folder. If this location does not exist, an error message is received when clicking the **start** button to export the file:

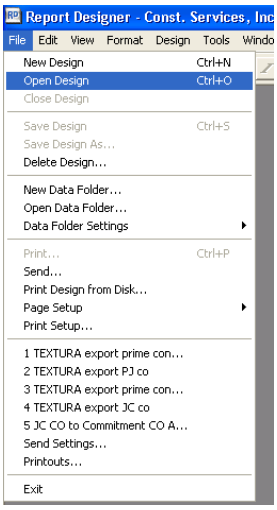


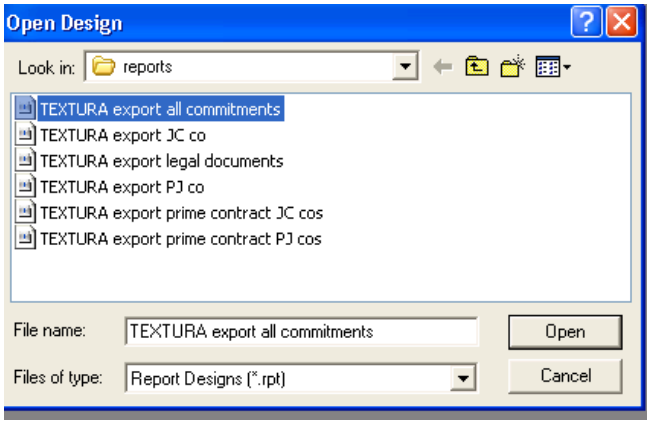
To avoid this error, the report design needs to be updated

1. From the TS Main screen, *click* **Applications**, **Report Designer**

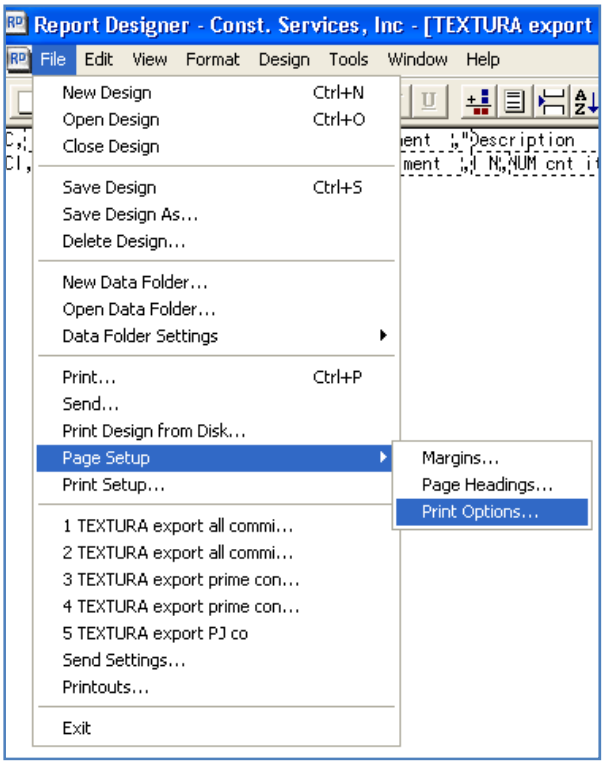


2. Open the Textura report design by *clicking* **File, Open Design** and browse for the report

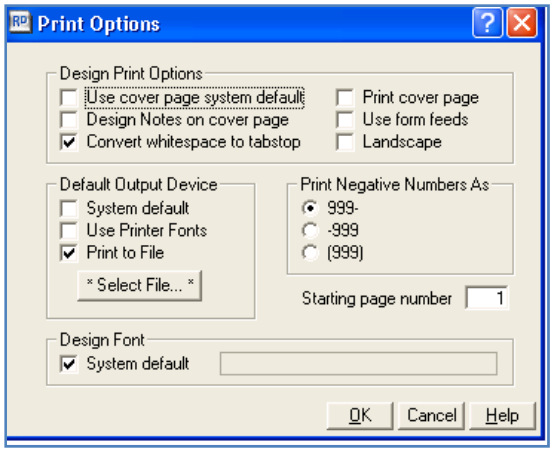




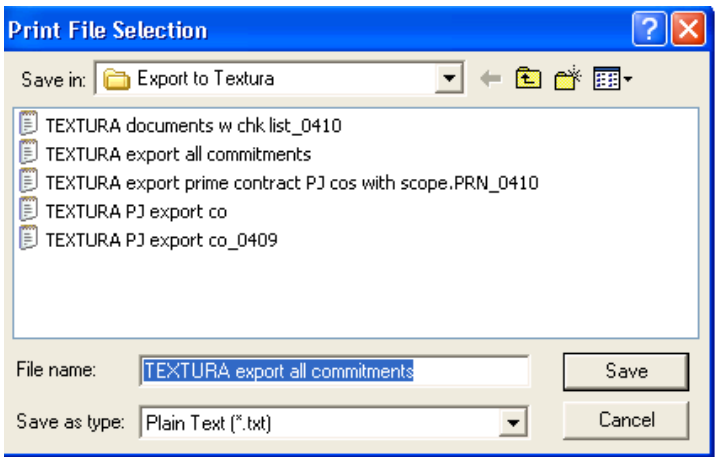
3. *Click* **File, Page Setup**, and then **Print Options**



4. *Click* the **Select File** button:



5. Browse to the Export to Textura folder and *click* **Save**:



Repeat above steps for all Textura Reports. This update process will only need to be performed once.

NOTE: It is not necessary to change the Report Design if user opts not to. The reports will still run. The user will need to browse to the desired output location for the exports each time the reports are run.

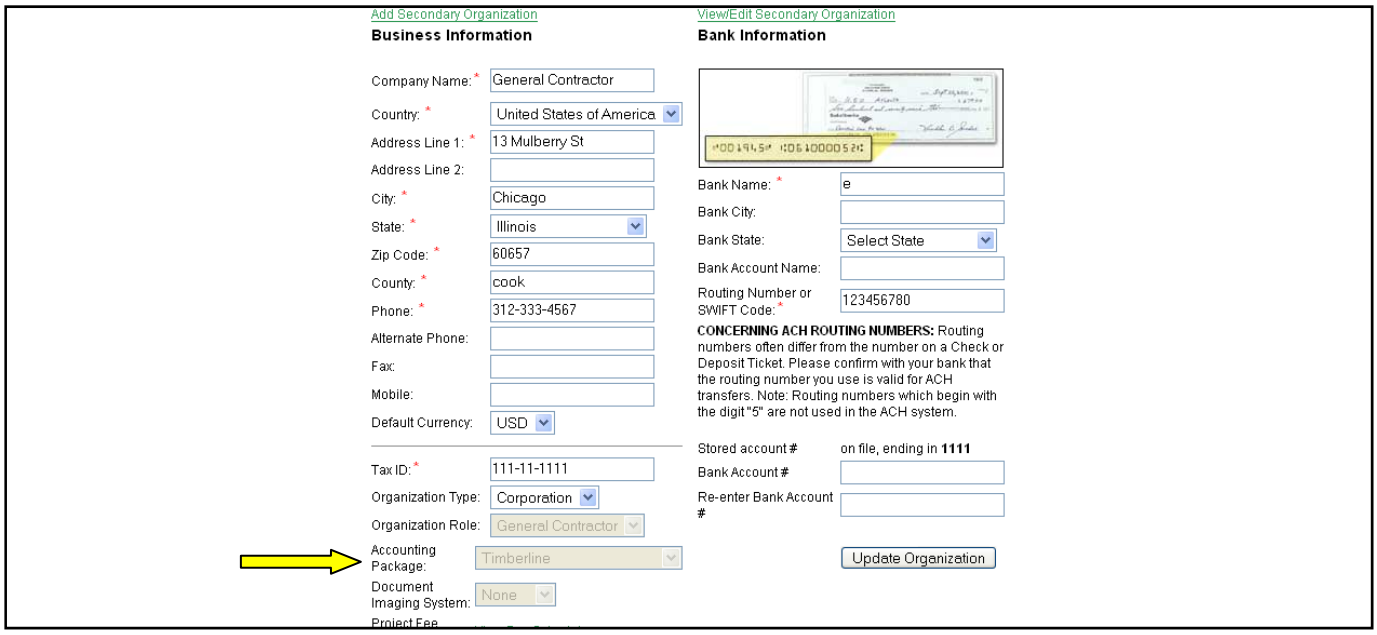
3.Identifying your Accounting Package in Textura

Setting up Your Accounting Package

The **Textura Administrator** must identify the Accounting Package (interface) that is used when the Organization is set up in Textura.

1. When an Organization is invited to join a project on Textura, the **Edit Organization** link is displayed on the main home page. *Click* this link.

The system displays the Edit Organization page.

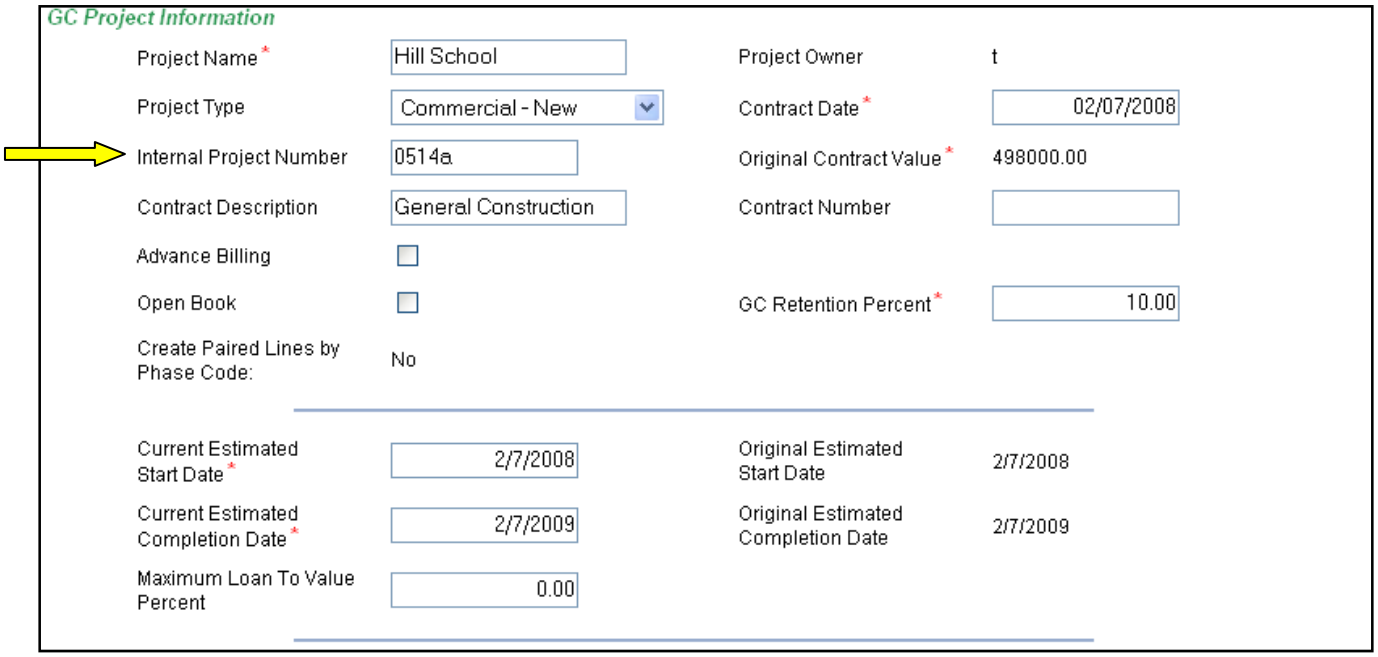

Add Secondary Organization
View/Edit Secondary Organization
Business Information
Bank Information
Company Name: * General Contractor
Country: * United States of America
Address Line 1: * 13 Mulberry St
Address Line 2:
City: * Chicago
State: * Illinois
Zip Code: * 60657
County: * cook
Phone: * 312-333-4567
Alternate Phone:
Fax:
Mobile:
Default Currency: USD
Tax ID: * 111-11-1111
Organization Type: Corporation
Organization Role: General Contractor
Accounting Package: Timberline
Document Imaging System: None
Project Fee
Bank Name: * e
Bank City:
Bank State: Select State
Bank Account Name:
Routing Number or SWIFT Code: * 123456780
CONCERNING ACH ROUTING NUMBERS: Routing numbers often differ from the number on a Check or Deposit Ticket. Please confirm with your bank that the routing number you use is valid for ACH transfers. Note: Routing numbers which begin with the digit "5" are not used in the ACH system.
Stored account # on file, ending in 1111
Bank Account #
Re-enter Bank Account #
Update Organization

2. Verify the correct accounting package is selected.

If your Accounting Package is not set up on the Edit Org screen, contact your Textura System Administrator and they will be able to assign your Accounting Package.

3. When creating a project, type your Timberline job number (without punctuation) in the **Internal Project Number field.**

   These fields must match between systems in order for the interface to work properly, as Internal Project Number is one of the unique identifiers for the interface.



4. Export and Import Commitments/Commitment Change Orders

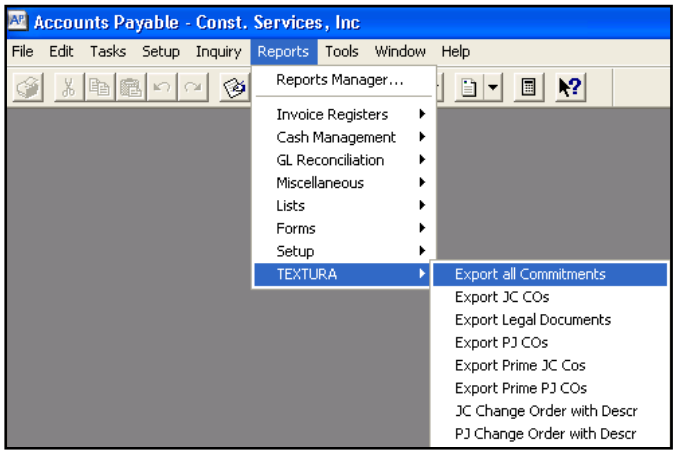
Introduction

Commitments and commitment change orders are entered in Timberline and exported to Textura. Textura will accept all commitments new to Textura. If a commitment is updated in Timberline and currently in an incomplete status in Textura, the commitment will be updated. If the commitment is already in a complete status in Textura, the record will be rejected as a duplicate.

Timberline will only export approved commitment change orders. Duplicate change orders will be rejected in Textura.

Note: It is recommended that when exporting from Timberline, to use a file naming convention that includes the date the file has been exported. If there is an issue with the export, the file is easily identified by the date.

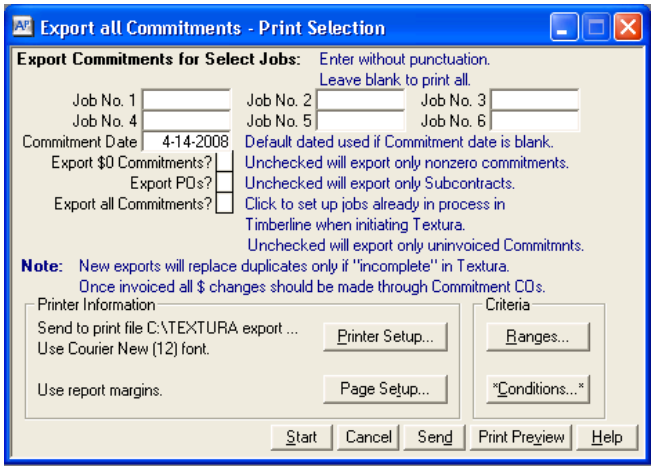
A. Export Commitments from Timberline

- 1. From the **AP** main menu, *click* **Reports, Textura**, and select **Export Commitments**.
- 

- 2. Select jobs by entering job numbers in the **Job No.** fields and *click* **Ranges** to select ranges of commitments/subcontracts.
- Commitments/Items that have been committed, but not invoiced, will be exported.
- If you wish to export all commitments, including those that have invoiced, *check* the **Export all Commitments** box.
- If you wish to export $0 Commitments and/or PO's, *check* the **Export $0 commitments** and/or **Export PO's** boxes respectively.

Note: Because Commitments can be changed in Timberline until they are invoiced or have an approved change order, do not make any changes to committed costs once they are complete in Textura. Any subsequent changes must be made in Timberline through Approved Change Orders.

If you are just starting to use Textura and would like to set up jobs already in progress in Timberline, click **Export all Commitments**. This will export all commitments whether or not they have been invoiced.



3. *Click* **OK.**

B. Export Commitment/Subcontract Change Orders

Introduction

Export approved change orders prior to initiating a draw to allow subcontractors to invoice against the most current revised budget totals.

To export Subcontract Contract Change Orders from Timberline,

I. Timberline, version 9.1 or less

Use **Export JC change orders** for all jobs.

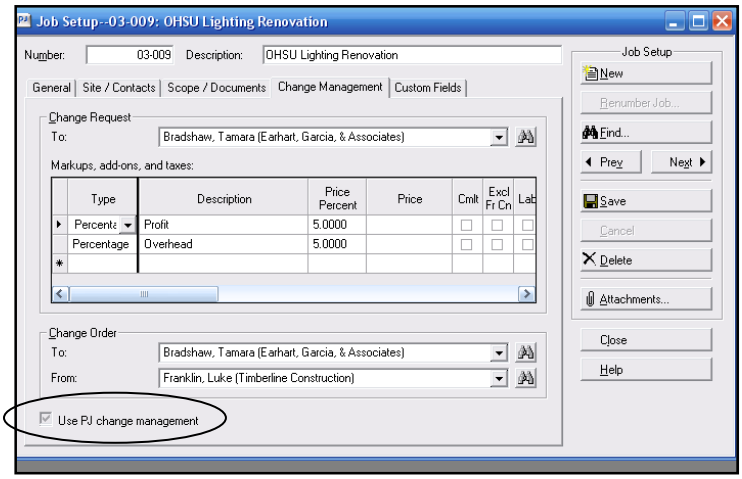
II. Timberline, version 9.2 or greater

If…	**Then use…**
Change orders are handled by JC.	Export JC change orders
Change orders are handled by Project Management.	Export PJ change orders

III. Timberline default for PJ/JC Change Orders

To verify whether **PJ** or **JC** is the source for change orders on a specific job,

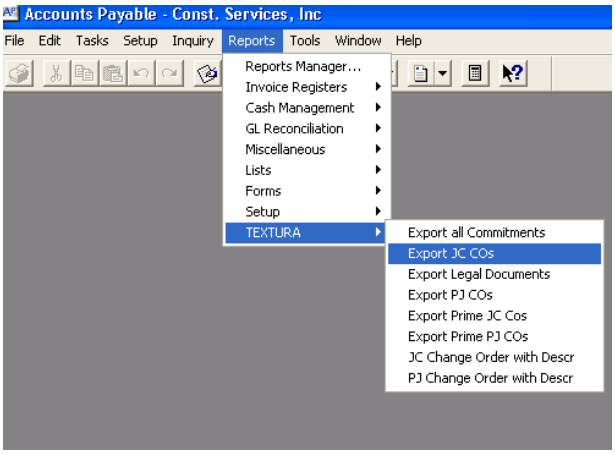
1. From the **PJ** main menu, click **Setup** and select **Jobs**.
2. The system displays the Job Setup screen.
3. Type the **Job number**.
4. *Click* the Change Management tab. If the **Use PJ Change Management** box is checked, the default location is PJ. If unchecked, the change orders are created in JC.



IV. Export JC Change Orders

To export JC Change Orders:

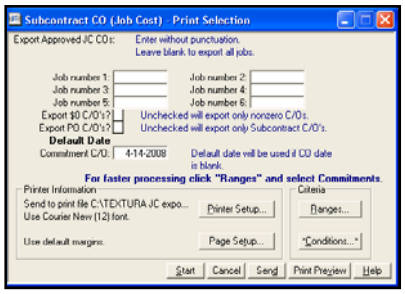
1. From the **AP** main menu, *click* **Reports, Textura**, and then select **Export JC Change Orders**.



2. Select jobs by typing job numbers in the Job No. fields or *click* **Ranges** to select ranges of commitments/subcontracts. If blank, change orders for all jobs are exported.

- *Check* the **Export $0 C/O** if you wish to export $0 change orders. If unchecked, only nonzero change orders are exported.
- *Check* the **Export PO C/O** box if you wish to export PO change orders. If unchecked, only subcontract change orders are exported.

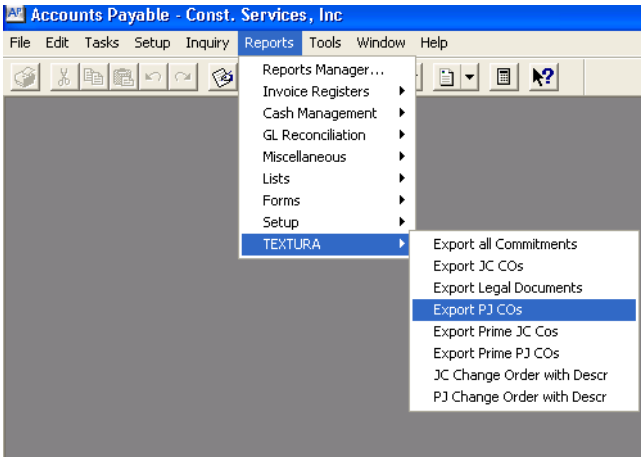
3. *Click* **Start**



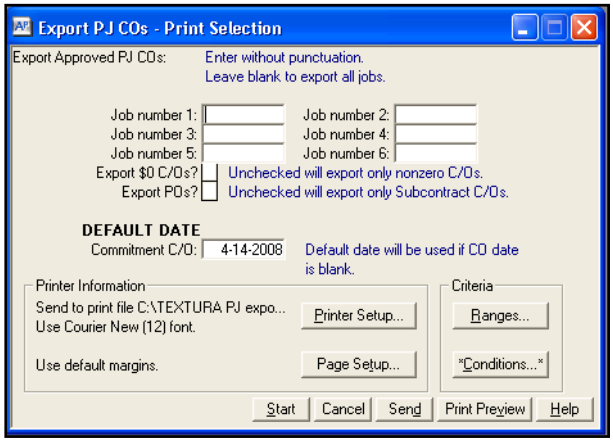
V. Export PJ Change Orders

To export PJ Change Orders:

1. From the AP main menu, *click* **Reports, Textura**, and then select **Export PJ Change Orders**.



2. Select jobs by tying job numbers in the Job No. fields. If blank, change orders for all jobs are exported.
3. Select **Ranges** to export change orders for specific commitments.
4. *Check* the **Export $0 C/O** box if you wish to export $0 change orders. If unchecked, only nonzero change orders are exported.
5. *Check* the **Export PO C/O** box if you wish to export PO change orders. If unchecked, only subcontract change orders are exported.
6. *Click* **Start**



Note: If you have some jobs that use PJ as the entry point for Commitment Change Orders, and some that use JC as the entry point, you will need to run both exports.

C. Import Commitments into Textura

Note: * This is available at an Organization-Wide Level see Organization-Wide Documentation

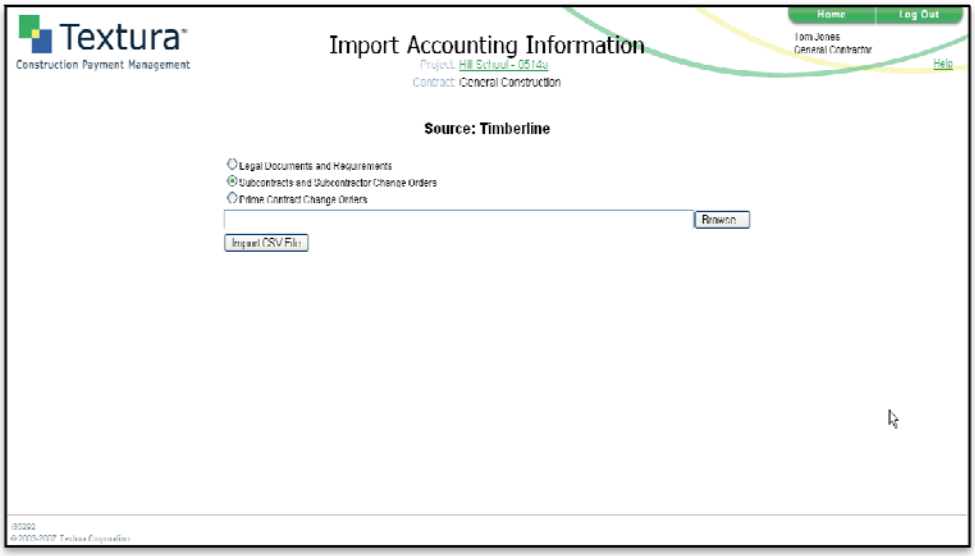
The file that is exported from Timberline and imported into Textura contains subcontracts (called commitments in Timberline).

When Textura receives a commitment that has already been imported or created, Textura attempts to update the existing commitment and contract components (as identified by Commitment Number and Vendor Number). If the commitment is in an incomplete state, it will be updated; otherwise, it will be rejected as a duplicate.

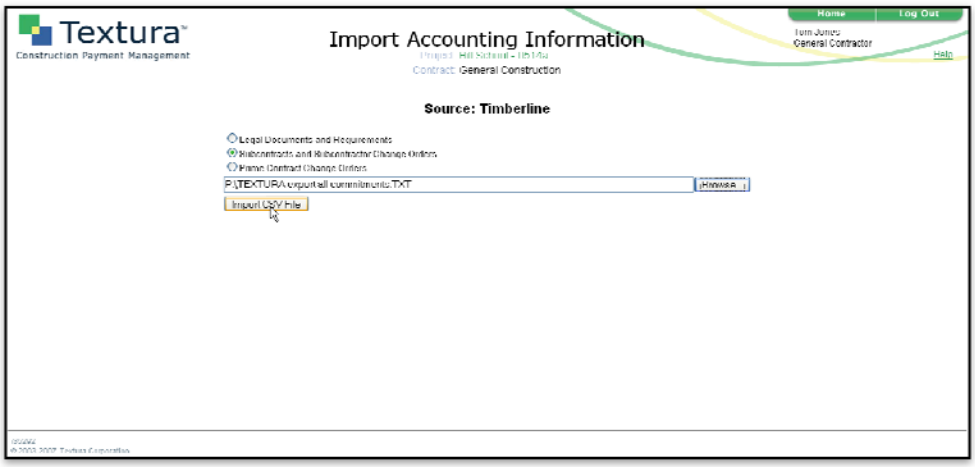
To import commitments into Textura,

1. From the Project Home Page, *click* the **Interfaces** menu and select **Import Accounting Information**.

2. The system displays the Import Accounting Information page. *Click* the **Subcontracts and Subcontract Change Orders** radio button.



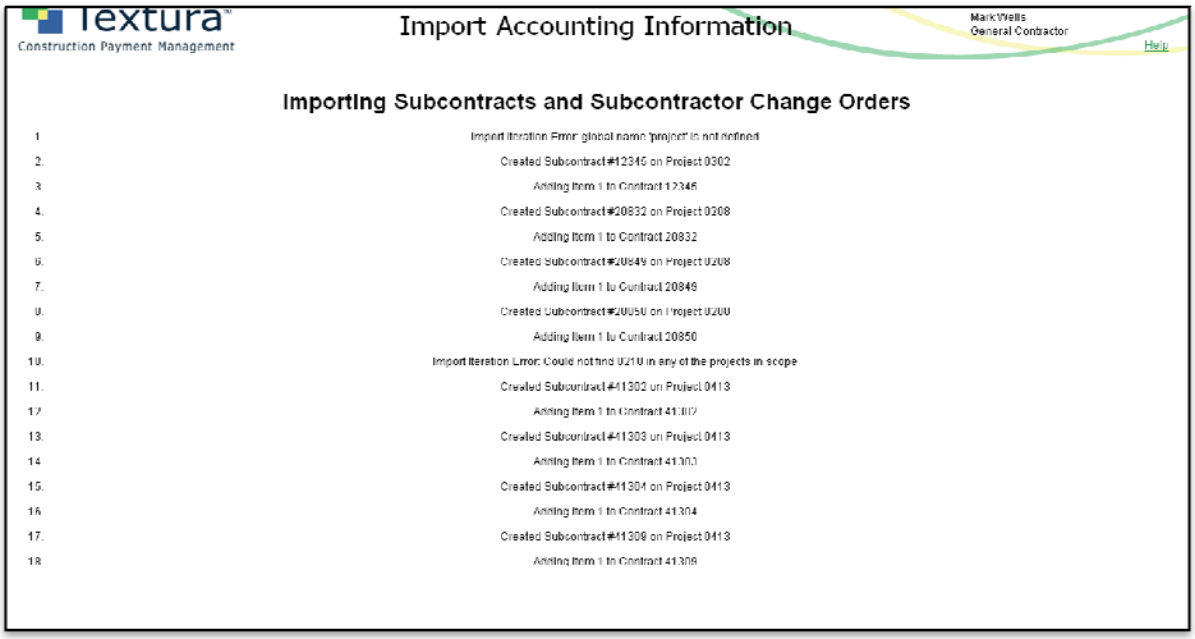
3. *Click* **Browse** to locate the CSV file you want to import.



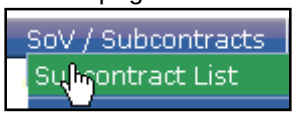
4. *Click* **Import CSV File**.

The system displays the Status page notifying you that the commitments have been imported.

.

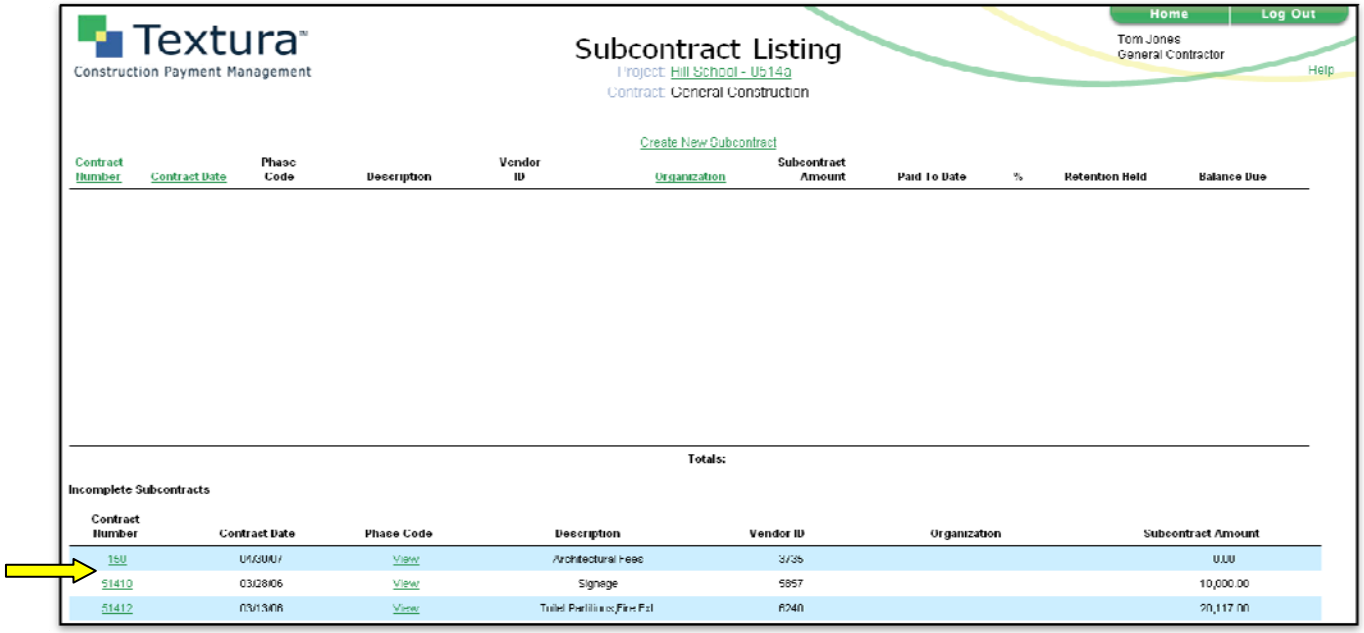

Textura
Construction Payment Management
Import Accounting Information
Mark Wells
General Contractor
Help
Importing Subcontracts and Subcontractor Change Orders
1 Import Iteration Error: global name 'project' is not defined
2. Created Subcontract #12345 on Project 0302
3 Adding Item 1 to Contract 12345
4. Created Subcontract #20832 on Project 0208
5. Adding Item 1 to Contract 20832
6. Created Subcontract #20849 on Project 0208
7. Adding Item 1 to Contract 20849
8. Created Subcontract #20850 on Project 0208
9. Adding Item 1 to Contract 20850
10. Import Iteration Error: Could not find 0210 in any of the projects in scope
11. Created Subcontract #41302 on Project 0413
12 Adding Item 1 to Contract 41302
13. Created Subcontract #41303 on Project 0413
14 Adding Item 1 to Contract 41303
15. Created Subcontract #41304 on Project 0413
16 Adding Item 1 to Contract 41304
17. Created Subcontract #41306 on Project 0413
18 Adding Item 1 to Contract 41306

5. To view the Subcontracts added to the project, *click* the **SoV/Subcontracts** menu on the project home page and select **Subcontract List.**



The system displays the Subcontract Listing page with incomplete subcontracts.

Subcontracts will be imported as incomplete if the Timberline Vendor ID has not been previously assigned to a Textura Organization and the GC's SoV is more than one line. Otherwise they are imported as complete.

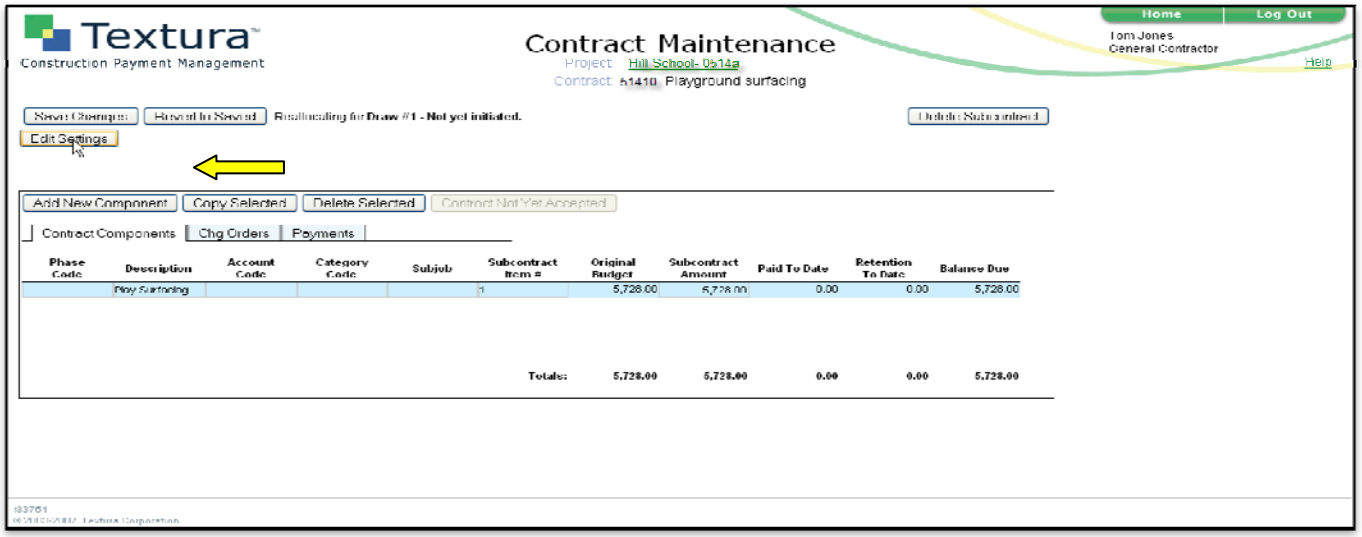


To complete the subcontracts,

- 6. *Click* the **Contract Number** link for each Incomplete Subcontract.

The system displays the Contract Maintenance page.

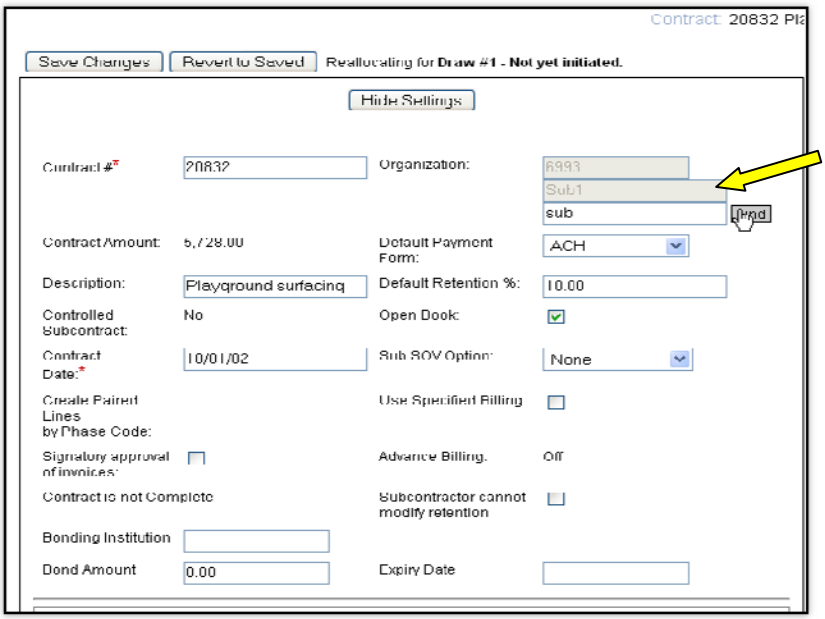
- 7. *Click* Edit Settings.



Note: The Subcontract Item # is fed from Timberline on import. ***NEVER*** manually adjust the item number unless you are adding a new component. Please see step 10 below. .

8. Type in the Subcontractor's Company Name and select **Find**. Select the proper Organization, and the grey box above will auto-populate:

Note: You will only need to assign a subcontractor for a particular Vendor ID once. Textura will store the association between the Vendor ID and the subcontractor.

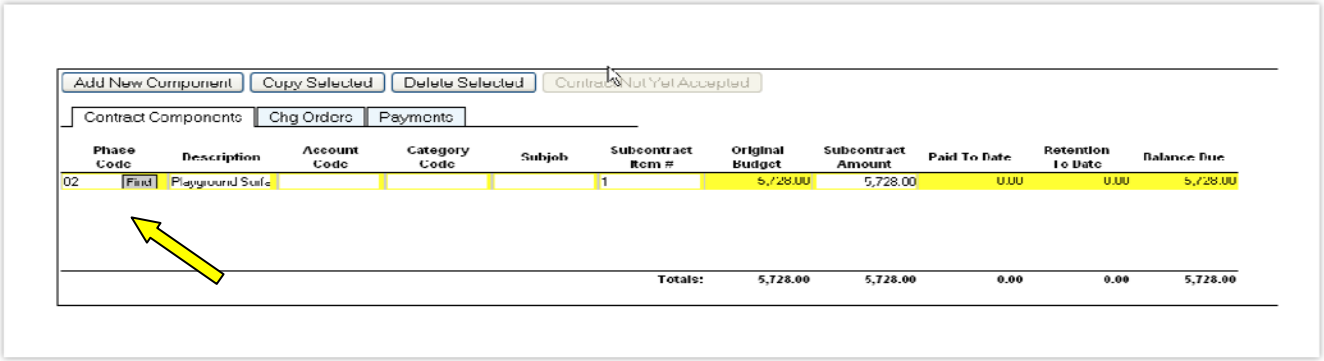


This is an accounting vendor ID and is stored automatically. This may be used for reference to assign an org in Textura.

At the bottom of the screen is the contract component.

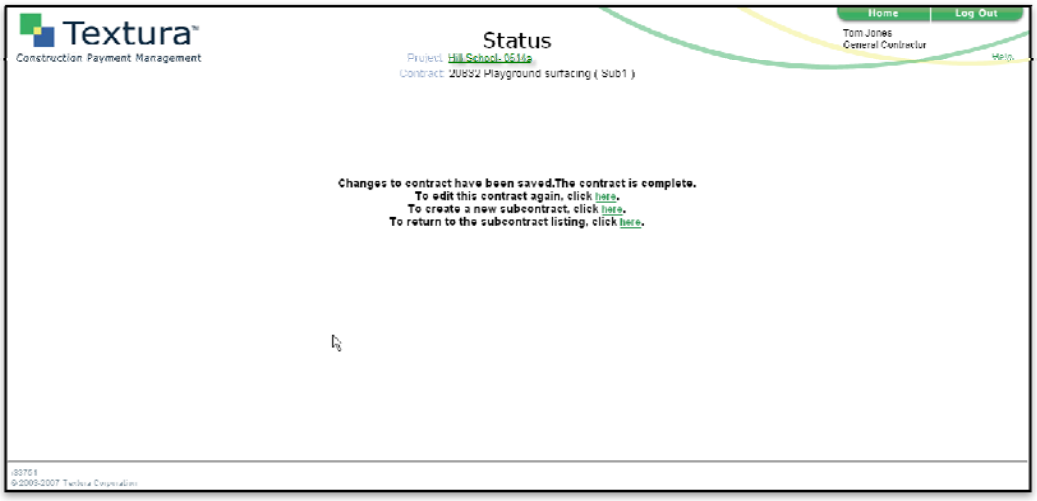
9. Click the find button to populate **Phase Code** and **Description** and select **Save Changes** (Top of screen):

   If the GC's SoV is only one line, the Phase Code will automatically be assigned.



10. If adding additional contract components in Textura for billing purposes, the interfaced component amount must be allocated to the new components and the Subcontract Item# fields must match the original component's information exactly.

11. The system displays the Status message notifying you that Changes to the contract have been saved and the contract is complete:



12. To complete another subcontract, *click* the "**To return to the subcontract listing, click here link**"
13. Repeat steps 6 through 11 for each incomplete subcontract.
14. When finished, return to your Project Home Page.

D. Import Subcontract Change Orders into Textura

Note: * This is available at an Organization-Wide Level see Organization-Wide Documentation

If the import file contains a Subcontract Change Order that already exists in Textura, Textura will reject the import record as a duplicate.

To import Subcontract Contract Change Orders into Textura,

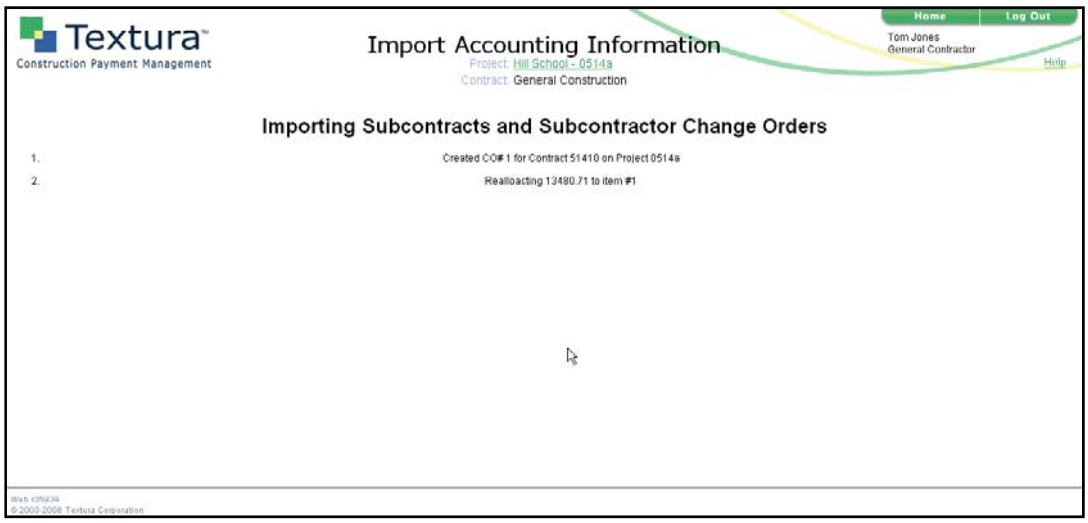
1. From the Project Home Page, *click* the **Interfaces** menu and select **Import Accounting Information**.

The system displays the Import Accounting Information page.

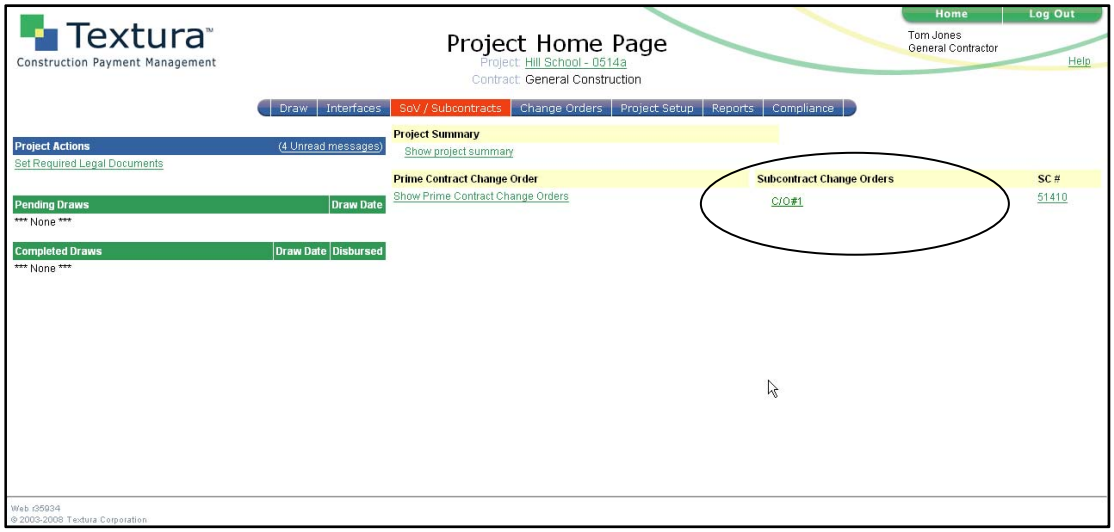
2. *Click* the **Subcontracts and Subcontractor Change Orders** radio button.
3. *Click* **Browse** to locate the CSV file you want to import.

4. *Click* **Import CSV File**.

5. The system displays the Status page notifying you that Subcontract Change Orders have been imported.



6. Return to the Project Home Page and you can view the imported Subcontract Contract Change Orders.



The Subcontractor will need to allocate the Change Order(s). There is no further action for the General Contractor.

5. Export and Import Owner/Prime Contract Change Orders

Introduction

Only approved owner change orders will be exported.

In Textura, change orders can be visible or hidden. The interface does not distinguish between hidden and visible change orders. All change orders are visible.

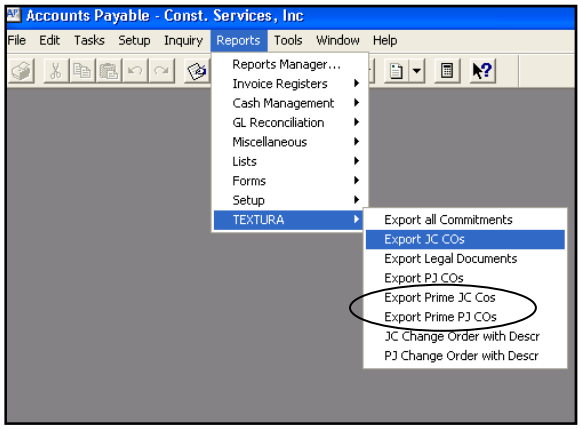
Note: A visible change order revises the total price of the Contract, with the adjustment appearing as a change order on the AIA G702 form.

Note: A hidden change order can also adjust the total price of the contract, but the adjustment is not displayed as a change order on the AIA G702; instead, the Original Contract Sum is adjusted.

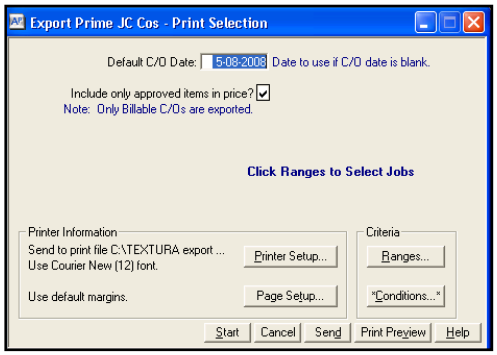
A. Export Owner/Prime Contract Change Orders from Timberline

To export Owner/Prime Contract Change Orders from Timberline,

1. From the **PJ** or **JC** main menu (depending on where you enter Change Orders), *click* **Reports, Textura**, and select **Export Owner/Prime Contract Change Orders.**



2. Select the **Range(s)** of jobs.


Export Prime JC Cos - Print Selection
Default C/O Date: 5-08-2008 Date to use if C/O date is blank.
Include only approved items in price?
Note: Only Billable C/Os are exported.
Click Ranges to Select Jobs
Printer Information
Send to print file C:\TEXTURA export ...
Use Courier New (12) font.
Printer Setup...
Use default margins.
Page Setup...
Criteria
Ranges...
"Conditions..."
Start Cancel Send Print Preview Help

3. *Click* **Start.**

B. Import Owner/Prime Contract Change Orders into Textura

Note: * This is available at an Organization-Wide Level see Organization-Wide Documentation

If the import file contains an Owner Change Order that already exists in Textura, Textura will reject the record as a duplicate.

To import Owner/Prime Contract Change Orders into Textura,

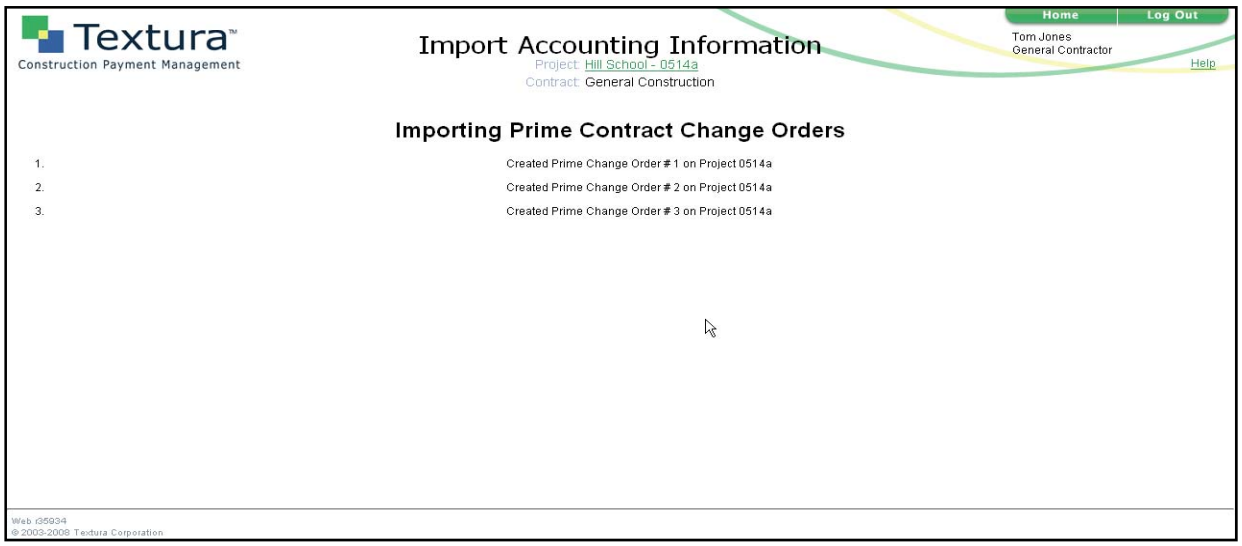
1. From the Project Home Page, *click* the **Interfaces** menu and select **Import Accounting Information**.

The system displays the Import Accounting Information page.

2. *Click* the Prime Contract Change Orders radio button.
3. *Click* **Browse** to locate the CSV file you want to import.

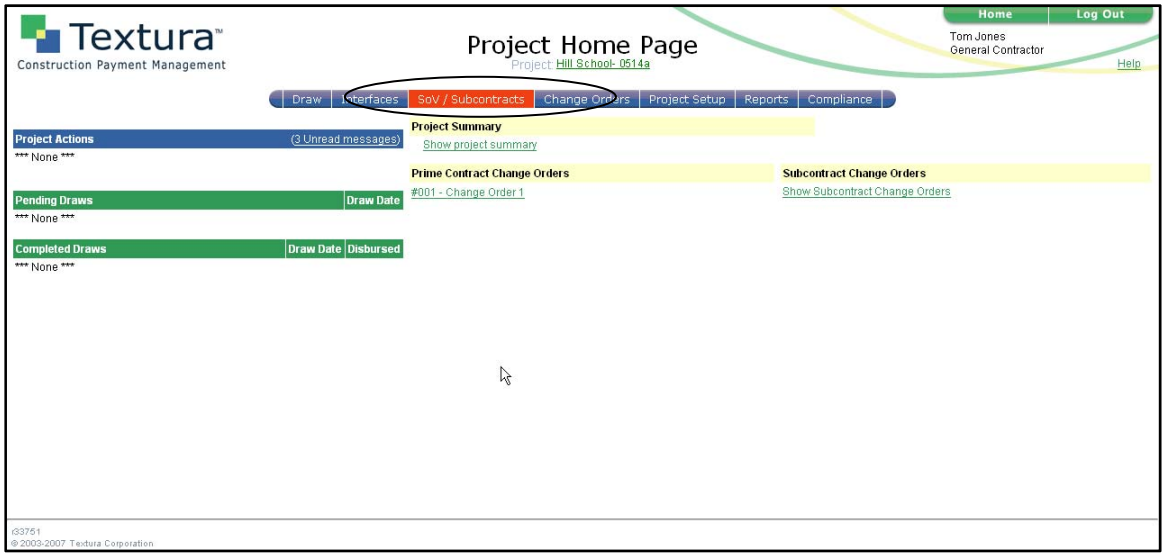
4. *Click* Import CSV File.

   The system displays the Status page notifying you that Prime Contract Change Orders have been created.


Textura
Construction Payment Management
Import Accounting Information
Project: Hill School - 0514a
Contract: General Construction
Home
Log Out
Tom Jones
General Contractor
Help
Importing Prime Contract Change Orders
1. Created Prime Change Order # 1 on Project 0514a
2. Created Prime Change Order # 2 on Project 0514a
3. Created Prime Change Order # 3 on Project 0514a
Web i35934
© 2003-2009 Textura Corporation

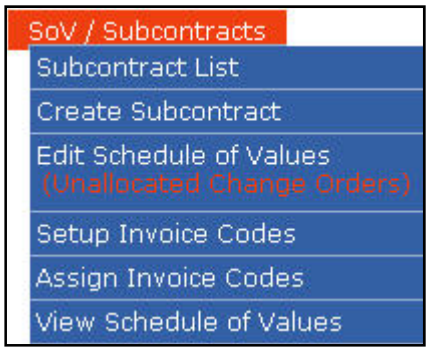
Return to the **Project Home Page** and you can view the imported Prime Contract Change Orders.

5. *Click* on the Show Prime Contract Change Orders link.

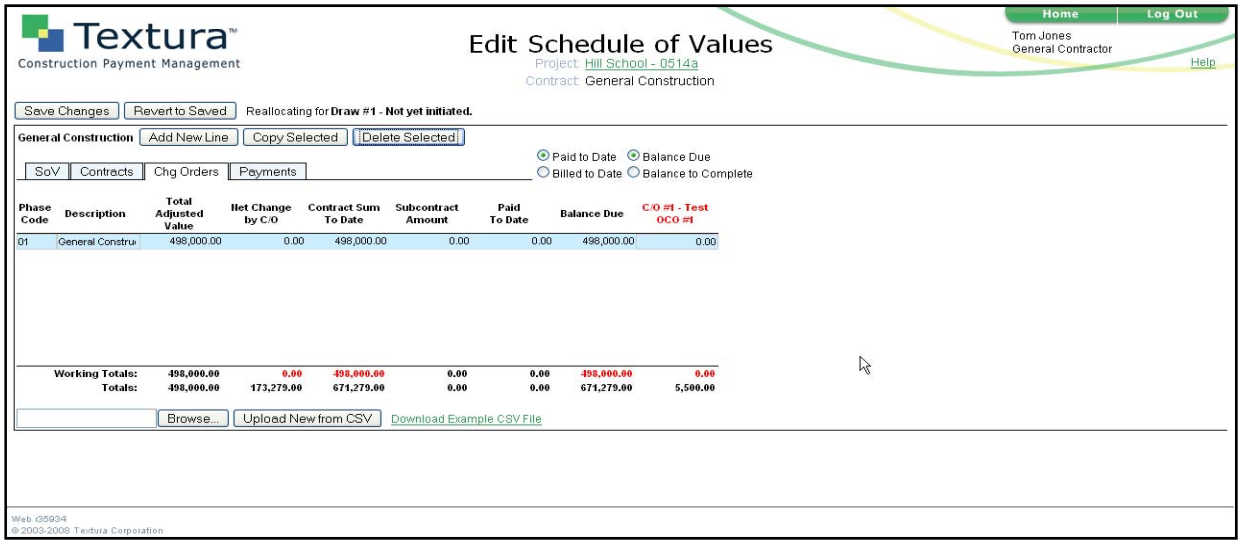


Note: Notice that the SoV/Subcontracts menu is red, notifying you that you now have unallocated Change Orders.

6. *Click* the red **SoV/Subcontracts** menu and select **Edit Schedule of Values (Unallocated Change Orders).**

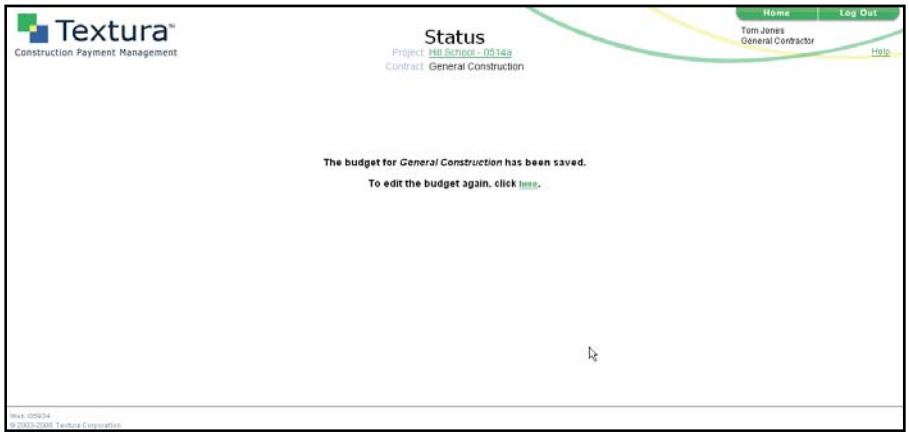


The system displays the Edit Schedule of Values page



7. Allocate the change order to the appropriate line(s) for each change order that was imported.
8. *Click* Save Changes.

   The system displays a Status page notifying you that the budget for General Construction has been saved.



9. To allocate additional imported Prime Contract Change orders, **click** the link that states "**To edit the budget again, click here.**"

   Repeat steps 5 – 8 until all lines have been allocated.

   When finished, return to your **Project Home Page**.

6. Export and Import Legal Documents and Requirements (Insurance Expiration Dates)

Introduction

Insurance effective dates, expiration dates, and policy numbers can be for exported from Timberline to Textura for all compliance documents including the following four types of insurance:

- Auto Insurance
- General Liability Insurance
- Umbrella Insurance, and
- Worker's Compensation Insurance

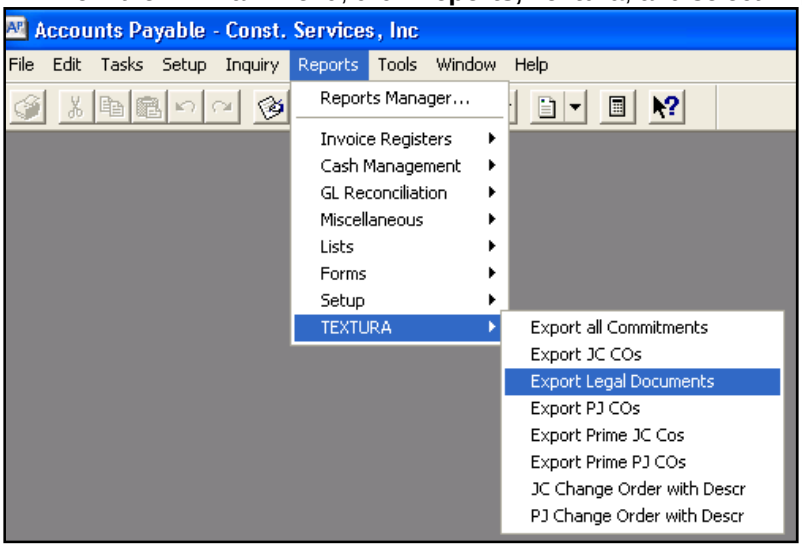
During the export, priority for the source of insurance information can be selected from the following choices:

If you select…	Then the…
Latest expiration	Date for each type of insurance on the commitment/subcontract record will be compared to the date on the vendor record. Information from the record with the latest date per type of insurance will be exported.
Commitment record	Information will be taken from the commitment/subcontract record if the information is available, otherwise it is taken from the vendor record.
Vendor record	Information will be taken from the vendor record if it is available, otherwise from the subcontract record.

A. Export Legal Documents and Requirements from Timberline

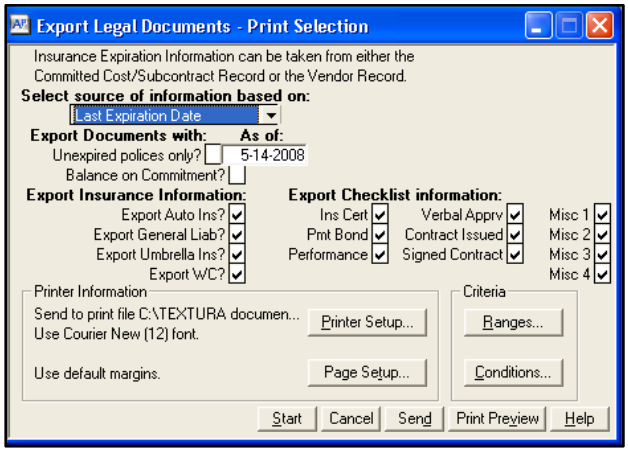
Legal requirements data is exported from Timberline and imported to Textura. Using the tracked information, Textura will conditionally withhold payment and alert the subcontractor of missing documents or the status of a document when the invoice invitation is emailed.

1. From the **AP** main menu, *click* **Reports, Textura**, and select **Export Legal Documents**.



2. Select the **Range(s)** of jobs. If blank legal documents for all commitments are exported.

3. *Check* the Insurance and checklist information
4. *Click* **Start**.



B. Import Legal Documents and Requirements into Textura

Note: *This is available at an Organization-Wide Level see Organization-Wide Documentation

I. Overview

Each time the import is run; all status data for each subcontractor relative to the compliance documents stored in Timberline will be refreshed with the data in the import file. The status for each legal document is as follows:

- If there is no information regarding the insurance type for the subcontractor, the status is set to “Not Received.”
- If there is an existing record for the insurance type for the subcontractor that has a status of “Not Applicable,” the status will remain at “Not Applicable.”
- If information is supplied for a particular insurance type for a subcontractor, the status is set to “Received.”
- The first time a project is included in the import file, Textura will automatically add the compliance document requirements exported out of Timberline to that project .Enforcement will be set to **“Advise Only**” for all requirements and “**Track Expiration**” will be turned on only if there are expiration dates in the export file.

II. Importing Legal Documents and Requirements

To import Legal Documents and Requirements into Textura,

1. From the Project Home Page, *click* the **Interfaces** menu and select **Import Accounting Information**.

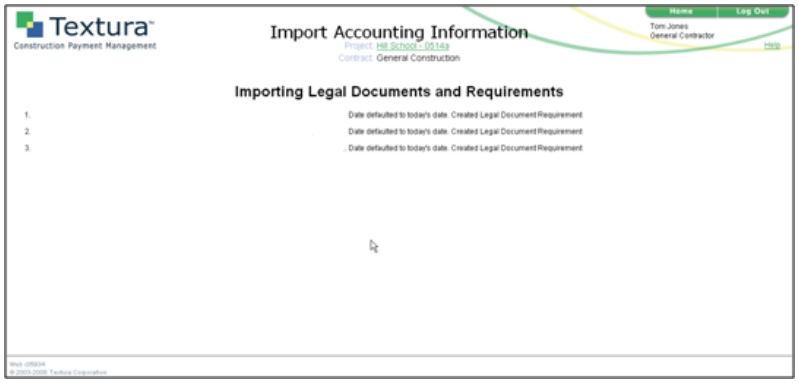
The system displays the Import Accounting Information page.

2. *Click* the **Legal Documents and Requirements** radio button.

3. *Click* **Browse** to locate the CSV file you want to import.

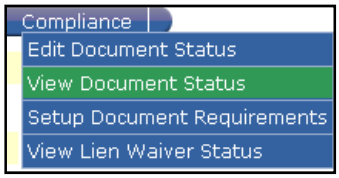
4. *Click* **Import CSV File**.

The system displays the Status page notifying you that legal documents and requirements have been imported

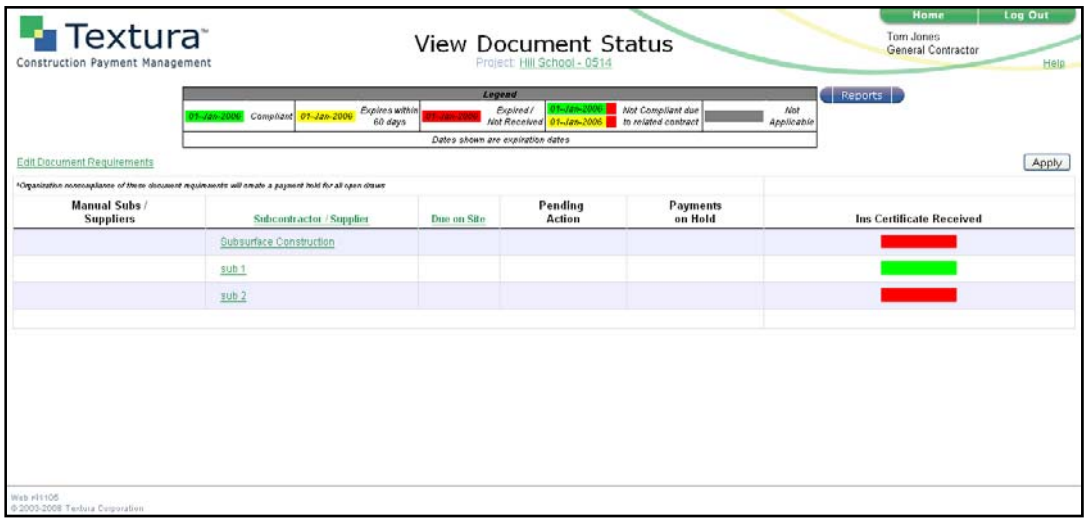


To verify legal documents were imported,

1. From the Project Home Page, *click* the **Compliance** menu and select **View Document Status**.

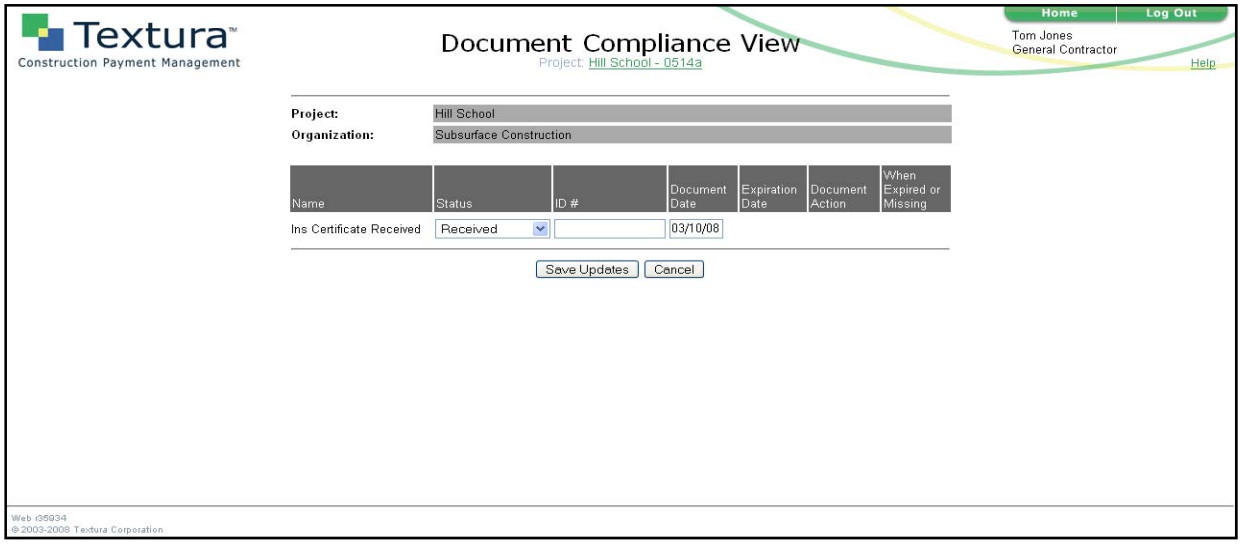


The system displays the Legal Document Status page, which identifies the imported legal documents and their status.



2. *Click* the Subcontractor link to view the document detail.

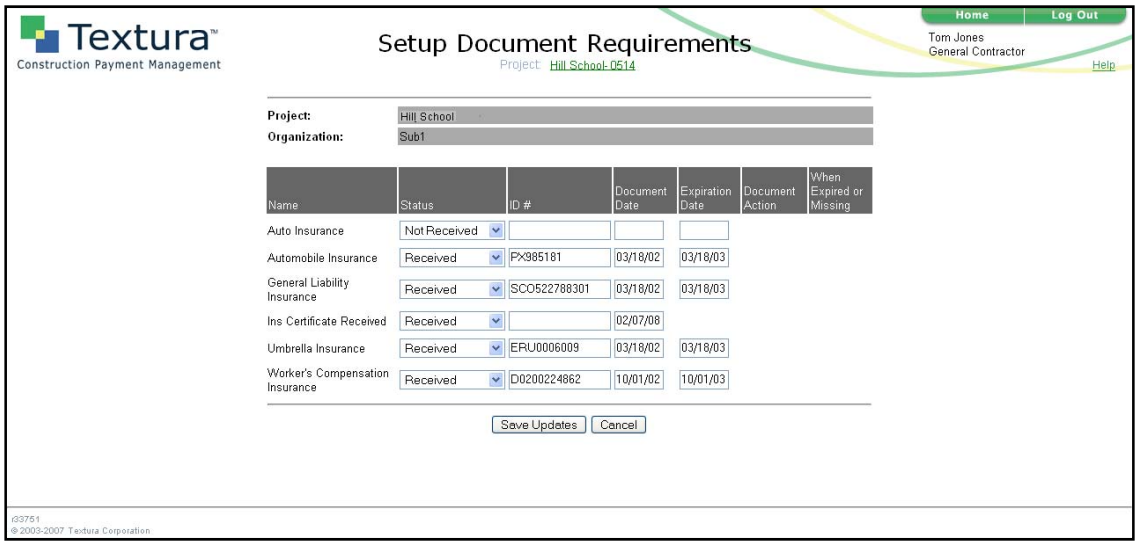
   The system displays the Legal Document View page listing the documents that were imported for the subcontractor. The Status, ID #, and dates are populated with the import information.



3. To edit legal document requirements, return to the Legal Document Status page and *click* **Edit Legal Document Requirements**.

   Add Additional Requirements by *clicking* the Add Requirement button.

   Delete requirements by checking the Delete box to the right of each requirement and *click* the Delete Selected Requirements button.



4. When finished, return to your Project Home Page.

7.Export and Import Textura Subcontractor Invoices

Introduction

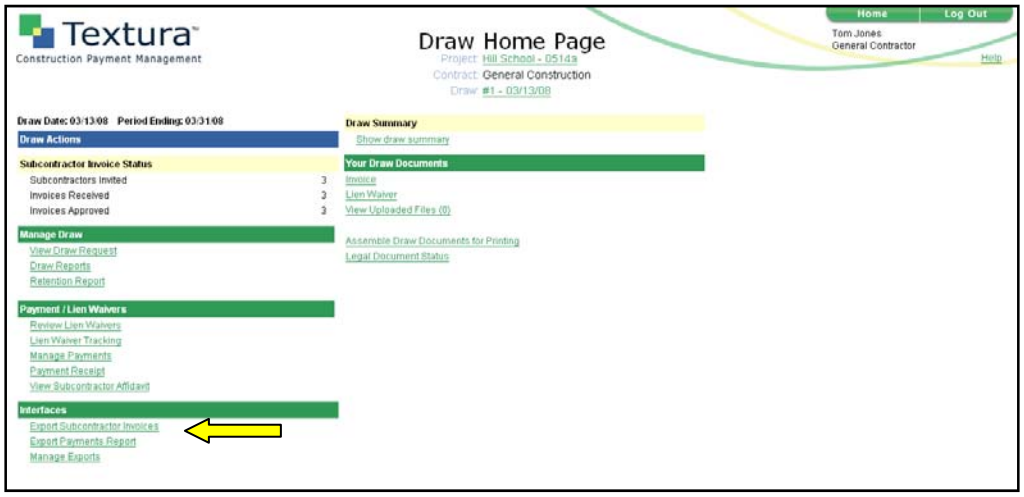
Vendors/subcontractors will enter invoices in Textura. After they are approved in Textura, invoices are imported into Timberline. Imported records with duplicate invoice numbers (invoice number already exists for a vendor) are rejected by Timberline.

A. Export invoices from Textura

To export invoices from Textura,

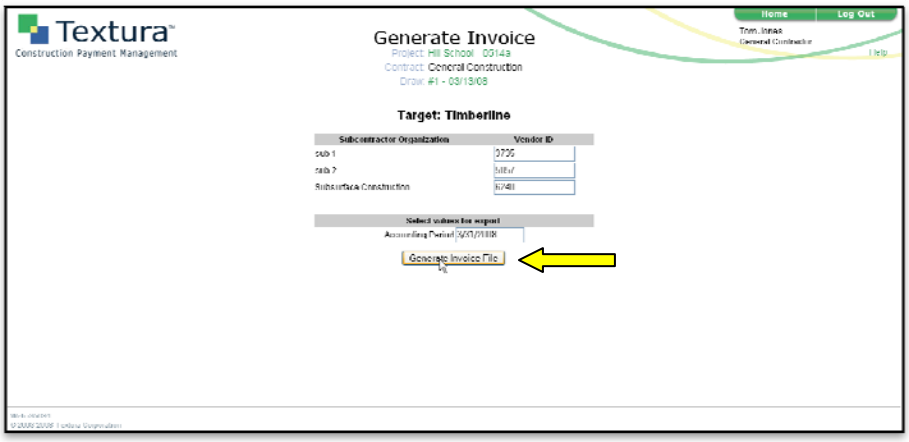
1. From the Project Home Page, *click* to open a draw.

   The system displays the Draw Home Page.



2. *Click* **Export Subcontractor Invoices** under the **Interfaces** heading.

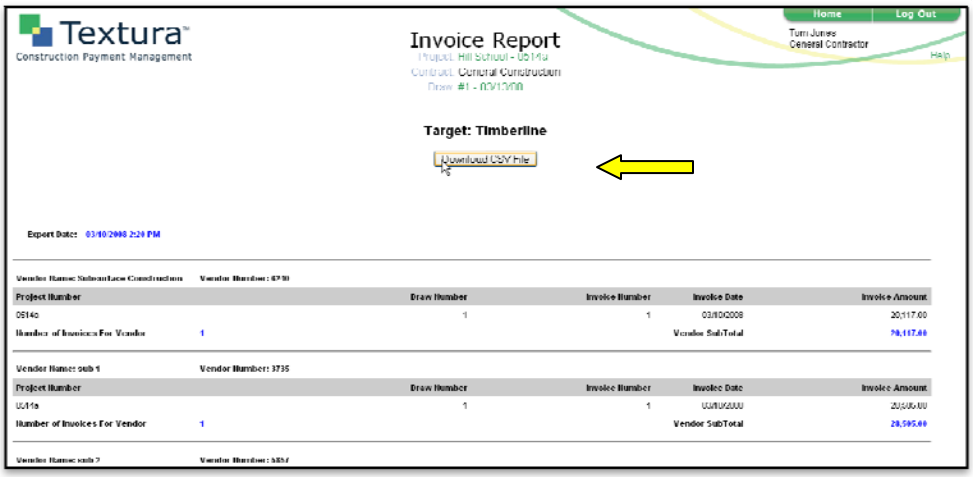
The system displays the Generate Invoice page.



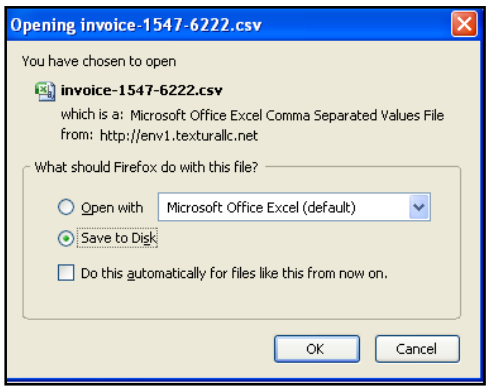
3. *Click* **Generate Invoice File**.

The system displays the Invoice Report page showing the Vendor, Invoice Number, Date and Amount contained in the invoice export file.

4. *Click* the **Download CSV File** button.



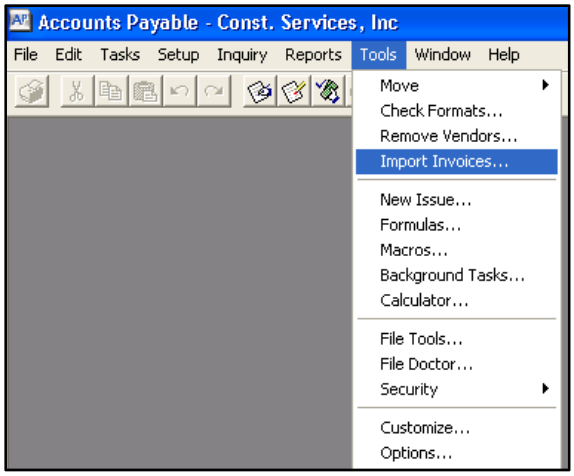
5 *Click* Save to Disk and then OK


Opening invoice-1547-6222.csv
You have chosen to open
invoice-1547-6222.csv
which is a: Microsoft Office Excel Comma Separated Values File
from: http://env1.texturallc.net
What should Firefox do with this file?
Open with
Microsoft Office Excel (default)
Save to Disk
Do this automatically for files like this from now on.
OK
Cancel

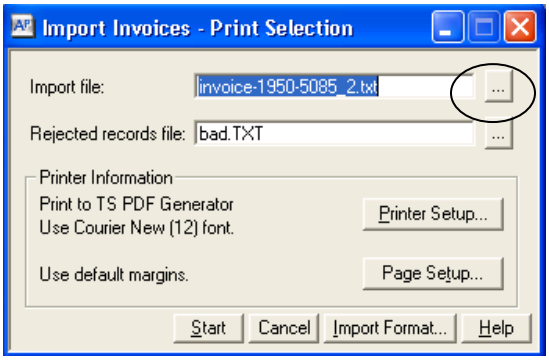
B. Import Invoices Into Timberline

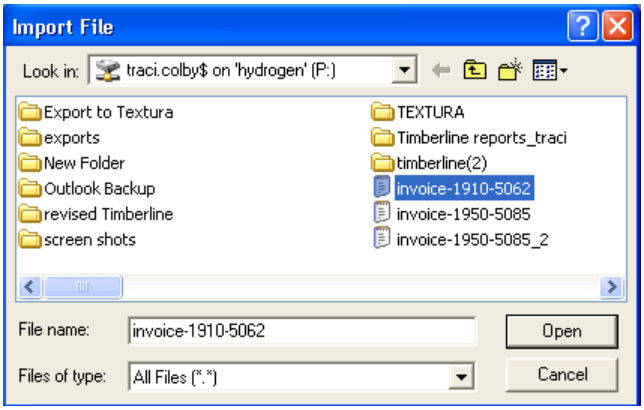
To alleviate the need to re-enter invoices into Timberline, a file containing the subcontractor invoice information for a draw is imported into Timberline.

1. From the **AP** main menu, *click* **Tools** and select **Import Invoices**.



2. To import a file, *click* **…** to browse and select the following:





- Files of type: **All**
- Select import file.

3. *Click* **Start**.

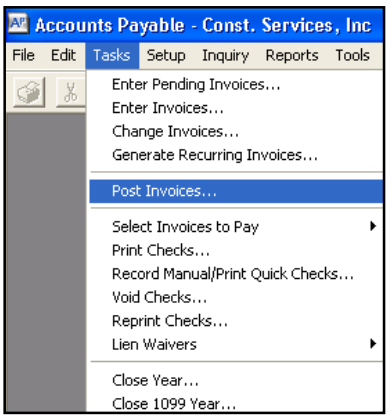
4. Review the import invoice journal to verify all invoices were imported.

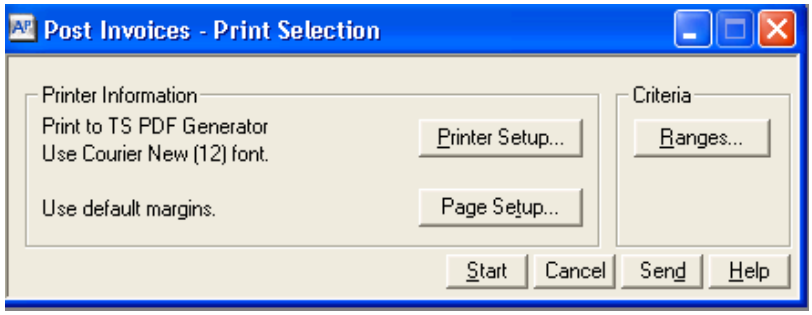
5. Post Invoices.

Note: Even if you are set to post invoices automatically (from the AP main menu, click File, Data Folder Settings, AP Settings, Post and Interface Settings, Accounts Payable Posting Setting, and select Automatic) imported invoices must be posted.

To post invoices,

6. From the **AP** main menu, select **Tasks**, **Post Invoices**, and *click* **Start.** Select a specified batch by *clicking* the **Ranges** button



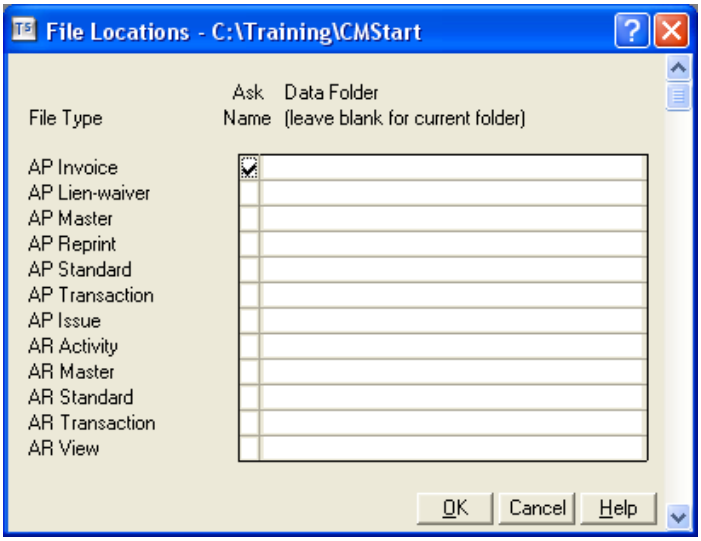


This creates the same entries for Job Cost and General Ledger as if you were posting invoices entered through **AP,** and *clicking* **Tasks** and **Enter Invoices**.

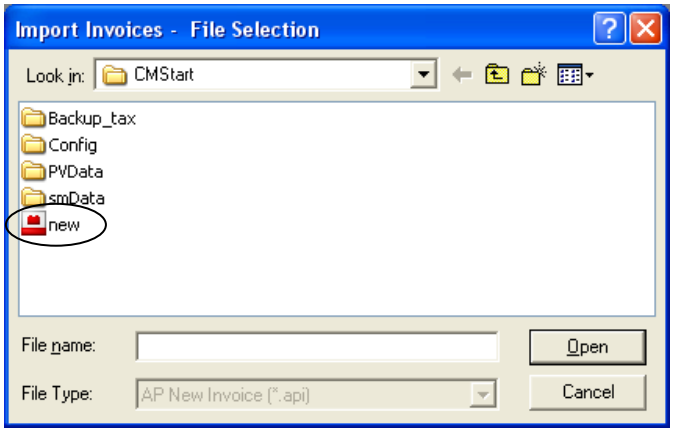
7. Print any standard reports you use after entering invoices (for example, Committed Cost Status).

C. Ask Name Setting for Invoices

1. If “Ask Name” for the AP Invoice file (File, Data Folder Settings, File Locations) is checked,

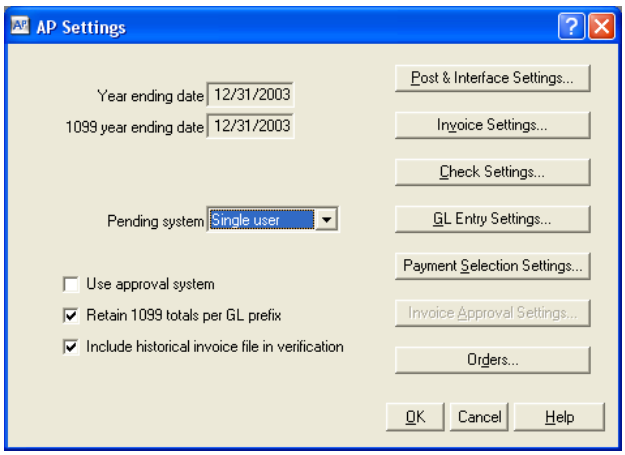


Then the user is prompted to select a new api file when importing invoices.

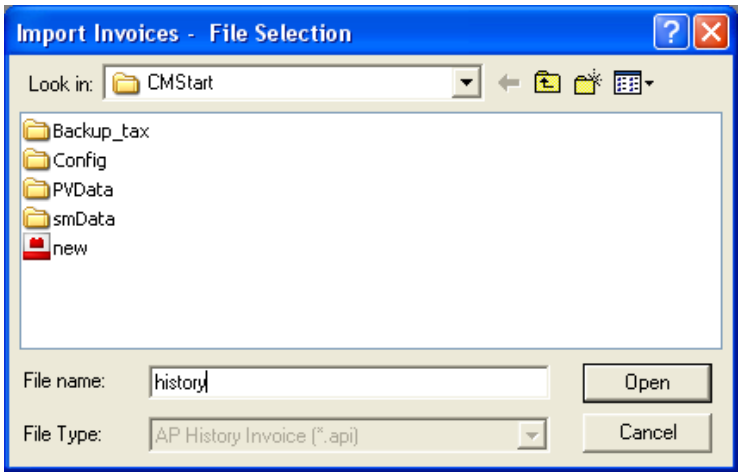


2. Select the default" new" file or create an additional file by typing in a different file name. *Click* open.

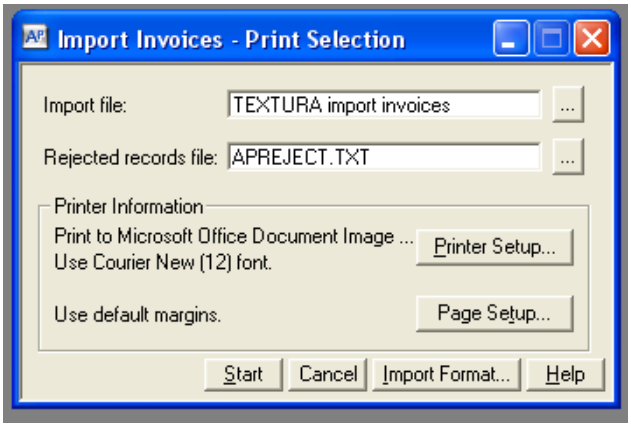
3. If "Include historical invoice file in verification (**AP, File, AP Settings**) is selected then there is also be prompt to select a history file.



4. *Click* an existing file and then *click* open. (Or if you do not have a history file yet, *click* cancel.)



5. *Click* **…** to browse and select a file to import. (Files of type: select All. Select file to import.)
6. *Click* start.



7. Review the import journal to verify all invoices were imported. Post invoices.

8. Recording Invoices (Draws) completed in Textura into Timberline

Introduction

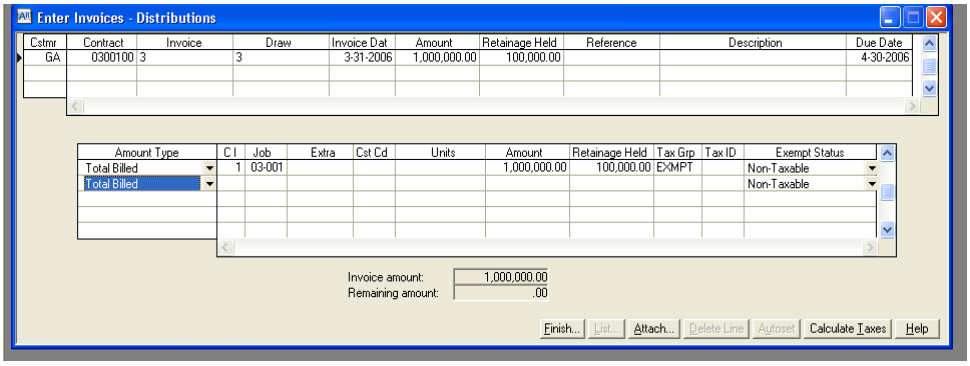
If you are using the Timberline Accounts Receivable application for this data folder, AR invoices must be manually entered in Timberline Accounts Receivable. If you are not using the Timberline Accounts Receivable application, AR invoices can be manually entered in Job Cost. Follow your standard procedure for entering invoices and cash receipts in Timberline or follow these guidelines.

A. Recording Invoices (Draws) using the Accounts Receivable Application

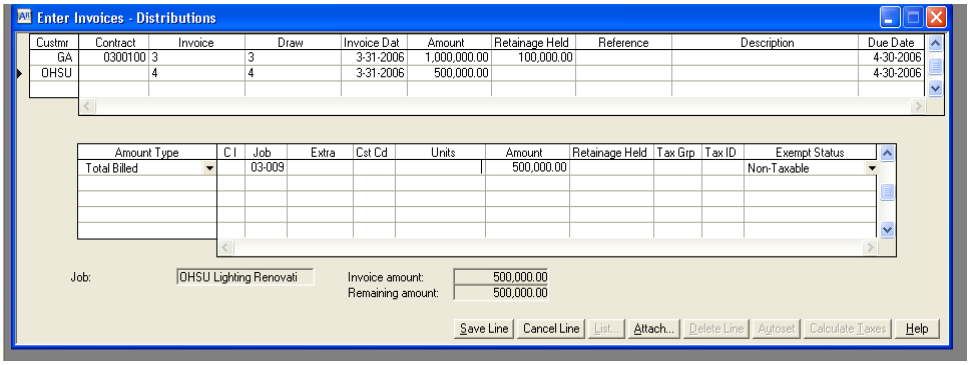
1. From the **AR** main menu, *click* **Tasks**, **Enter Invoices**, and select **Contract/Job View**.

If Job Type	Then…
Use Contacts	**1.** Type the **Customer** and **Contract Number**, **Invoice**, **Draw**, **Invoice Date**, **Amount**, and **Retainage Held** in the top grid, as well as any additional information needed. **2.** In the lower grid, or distribution screen, type the following information: – Amount Type – Contract Item – Amount – Retainage Held – Reference – Description – Due Date **Note:** For many companies it is sufficient to enter the **Amount Type** as Total Billed and use just one Contract Item. If you require more detail, see your Timberline documentation. **3.** *Click* Finish. **4.** Type any additional invoices/draws in batch. **5.** *Click* Finish and then Start.
Quick Bill	1 .Type the Customer, Invoice, Draw, Invoice Date, Amount, and Retainage Held in the top grid. **2.** In the lower grid, or distribution screen, type the following information: Amount Type – Job, Extra (and if applicable the cost code) Amount – Retainage Held. **3.** *Click* **Finish**. Enter any additional invoices/draws in batch. **4.** *Click* **Finish** and then **Start**.

I. Use Contacts


Enter Invoices - Distributions
Cstmr Contract Invoice Draw Invoice Dat Amount Retainage Held Reference Description Due Date
GA 0300100 3 3 3-31-2006 1,000,000.00 100,000.00 4-30-2006
Amount Type CI Job Extra Cst Cd Units Amount Retainage Held Tax Grp Tax ID Exempt Status
Total Billed 1 03-001 1,000,000.00 100,000.00 EXMPT Non-Taxable
Total Billed Non-Taxable
Invoice amount: 1,000,000.00
Remaining amount: .00
Finish... List... Attach... Delete Line Autoset Calculate Taxes Help

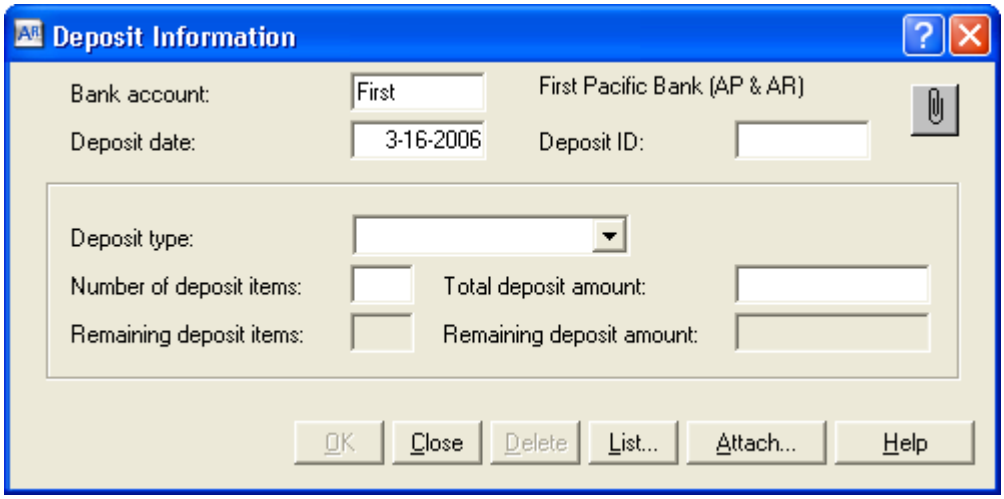
II. Quick Bill


Enter Invoices - Distributions
Custmr Contract Invoice Draw Invoice Dat Amount Retainage Held Reference Description Due Date
GA 0300100 3 3 3-31-2006 1,000,000.00 100,000.00 4-30-2006
OHSU 4 4 3-31-2006 500,000.00 4-30-2006
Amount Type CI Job Extra Cst Cd Units Amount Retainage Held Tax Grp Tax ID Exempt Status
Total Billed 03-009 500,000.00 Non-Taxable
Job: OHSU Lighting Renovati
Invoice amount: 500,000.00
Remaining amount: 500,000.00
Save Line Cancel Line List... Attach... Delete Line Autoset Calculate Taxes Help

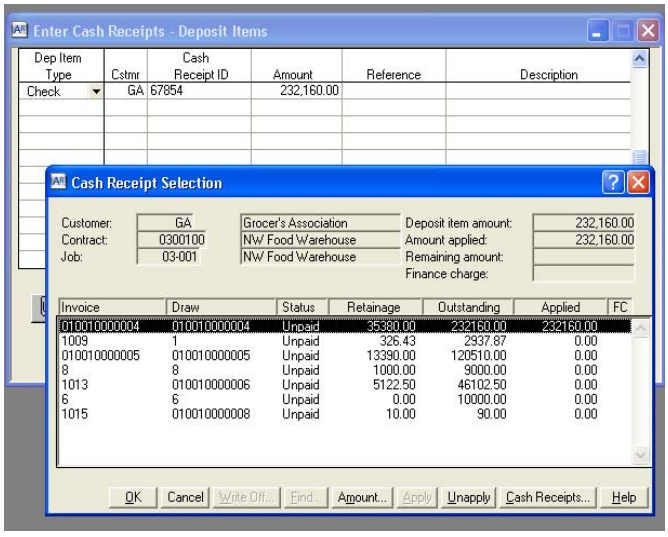
B. Enter Cash Receipts using the Accounts Receivable Application

Cash receipts are entered the same way you entered them for previous jobs and projects. There are no differences between entering cash for Textura jobs and entering cash for jobs prior to Textura.

1. From the AR main menu, *click* **Tasks**, Enter **Cash Receipts**, and select **Contract/Job** view.



2. Enter deposit information and *click* **OK.**
3. Type the **Customer**, **check number**, and **Amount** in the grid and select the correct invoice for payment in the open item grid.

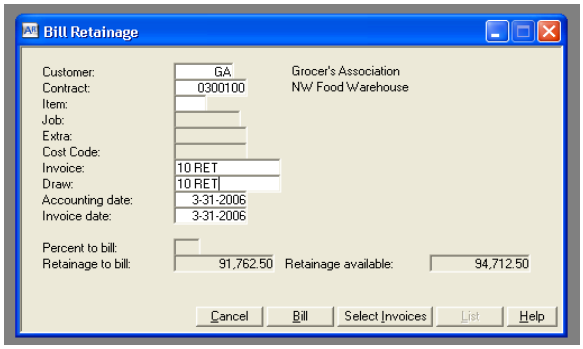


4. *Click* **OK** and continue entering any additional checks in the deposit batch.
5. *Click* **Finish**.
6. *Click* **Start**.

C.Billing Retainage Using the Accounts Receivable Application

Bill Retainage the same way that you would with any previous Timberline job.

1. From **AR** main menu, *click* **Tasks**, and select **Bill Retainage**.



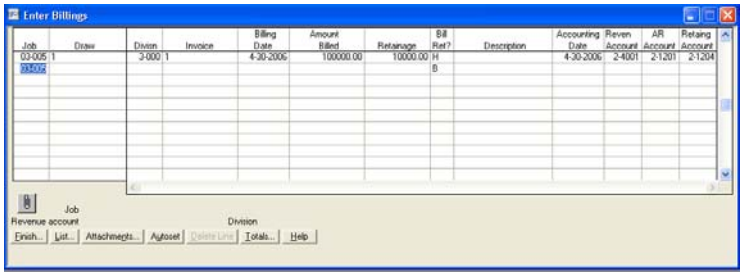
2. Type the billing information and click **Bill.**
3. *Click* **Finish**.
4. *Click* **Start.**

D. Recording Invoices (Draws) using the Job Cost Application

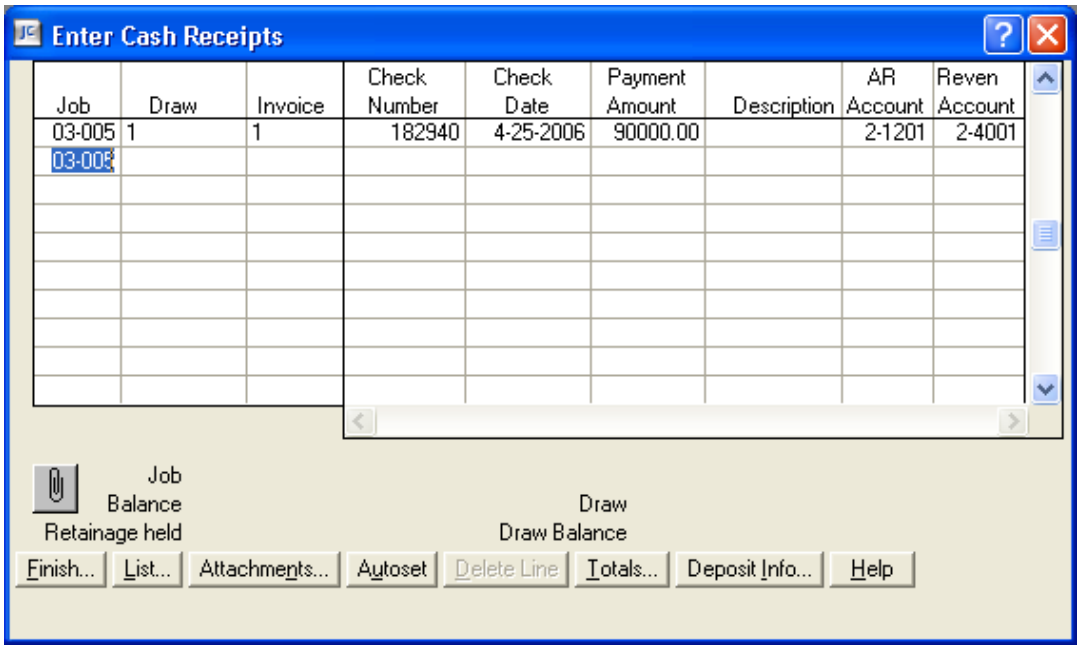
If this data folder is not using the Accounts Receivable application then entering invoices (draws), cash receipts, and billing retainage will be done the same as jobs done prior to Textura. There is no change to the data entry process.

From the **JC** main menu, *click* **Tasks, Enter Billings** or **Enter Cash Receipts**.

I. Enter Billings



II. Enter Cash Receipts



9. Recording Subcontractor/Vendor Payouts in Timberline

Introduction

The following is a guideline for recording the payment of invoices paid via ACH (managed by Textura) and for cutting actual checks in Timberline for “Joint Vendor Checks” and “Manual Checks.”

Note: If applicable, you can use your existing method for selecting invoices for payment.

The Textura ACH Release report will contain two types of information:

- Invoices managed through Textura and require the Timberline user to record them as paid in Timberline.
- Invoices not paid through Textura that require an actual check printed from Timberline. Invoices not paid through Textura are the exception and they include “Joint Vendor Checks” (where the subcontractor’s subcontractor is not in the Textura system) and Textura “Manual Checks” (vendors/subcontractors not being paid through Textura ACH release.)

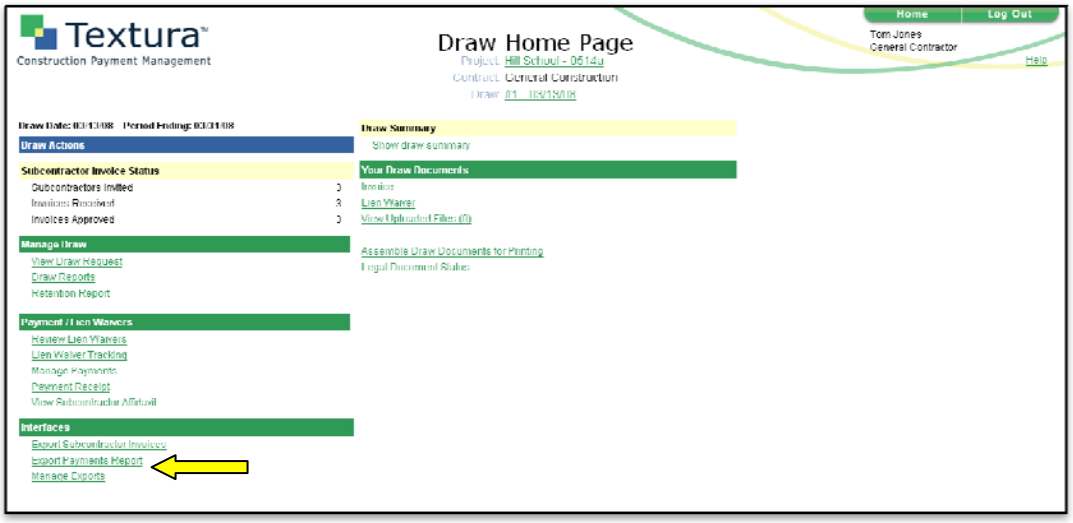
A. Print the Textura ACH Release report

This report will list any Joint Check Vendors, Manual Checks, Retainage invoices paid, and the total of ACH dollars released. This report is available after funds have been disbursed in Textura

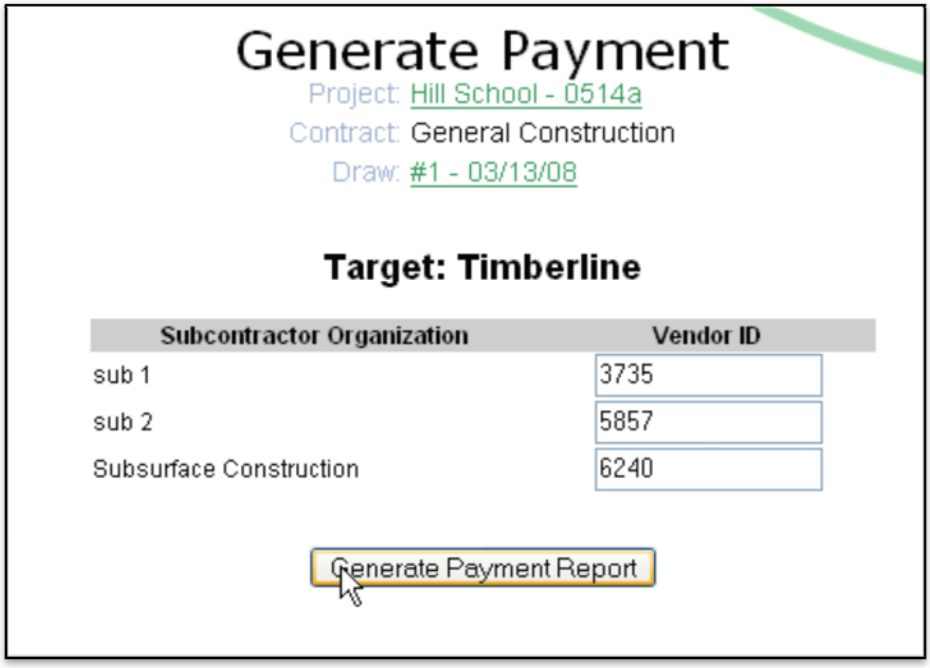
- A **Joint Vendor** is a subcontractor to the main subcontractor.
- The General Contractor directly pays the Joint Vendor as part of the main subcontractor’s committed dollars rather than the main subcontractor paying the Joint Vendor.
- Normally in Timberline, the subcontractor’s name is added as a joint payee to the invoice record or invoice distribution record when selecting invoices for payment.
- Both names of the main subcontractor and their subcontractor will print on the Timberline check with the main subcontractor’s address. If you want both names to print on the check with the main Joint Vendor address, follow your normal procedures for joint vendor checks. If you prefer to print only the subcontractor (and not the main subcontractor) on the check, follow the procedure in this manual for “Paying Joint Vendor Checks from the ACH Release Notice.”
- **Manual Checks** are subcontractor invoices that are not paid through Textura ACH payments. The GC must pay these Manual Checks through an actual check run in Timberline.
- **Lien Waivers** are processed through Textura. (For projects not using Textura, see your Timberline documentation.)

To create the Reconciliation (ACH) Release Report Summary,

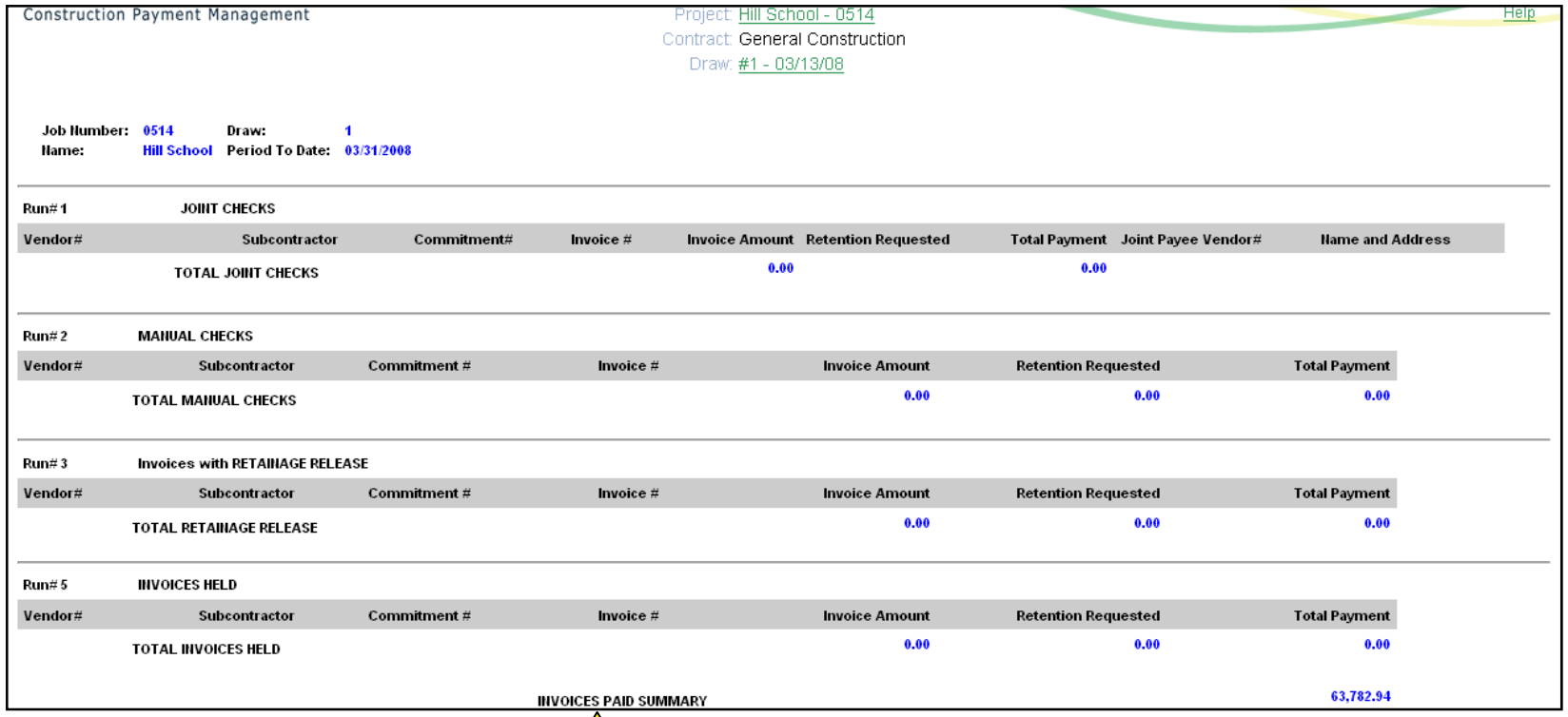
1. From the Draw Home Page, *click* the **Export Payments Report** link under the **Interfaces** section.



2. *Click* on the **Generate Payment Report** button



The system displays the Reconciliation (ACH Release) Report Summary.



Construction Payment Management

Project: Hill School - 0514 Help
Contract: General Construction
Draw: #1 - 03/13/08

Job Number: 0514 **Draw:** 1
Name: Hill School **Period To Date:** 03/31/2008

Run# 1 JOINT CHECKS

Vendor#	Subcontractor	Commitment#	Invoice #	Invoice Amount	Retention Requested	Total Payment	Joint Payee Vendor#	Name and Address
	TOTAL JOINT CHECKS			0.00		0.00		

Run# 2 MANUAL CHECKS

Vendor#	Subcontractor	Commitment #	Invoice #	Invoice Amount	Retention Requested	Total Payment
	TOTAL MANUAL CHECKS			0.00	0.00	0.00

Run# 3 Invoices with RETAINAGE RELEASE

Vendor#	Subcontractor	Commitment #	Invoice #	Invoice Amount	Retention Requested	Total Payment
	TOTAL RETAINAGE RELEASE			0.00	0.00	0.00

Run# 5 INVOICES HELD

Vendor#	Subcontractor	Commitment #	Invoice #	Invoice Amount	Retention Requested	Total Payment
	TOTAL INVOICES HELD			0.00	0.00	0.00

INVOICES PAID SUMMARY 63,782.94

The Invoices Paid Summary amount displays the total invoice amount that was disbursed via ACH in Textura.

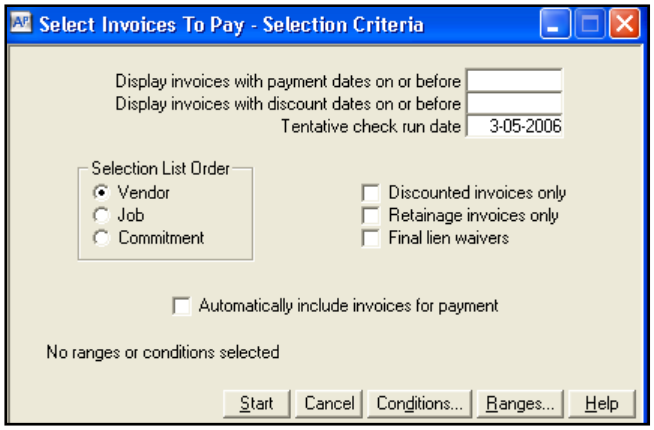
B. Pay Joint Check Vendors

If the ACH Release notice contains any Joint Vendors, pay them first. This is an actual check printed in Timberline. After selecting the invoices to be paid with a joint check and entering the joint payee information, print the checks using either special check stock or standard stock.

I. Select Invoices to Pay,

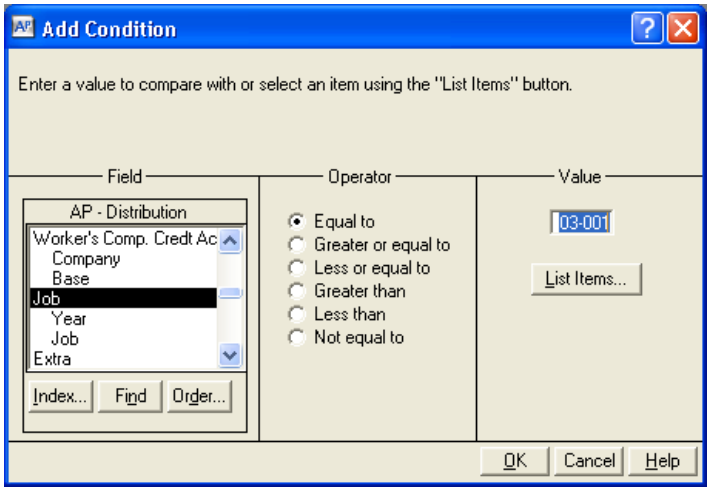
1. From the **AP** main menu, *click* **Tasks, Select Invoices to Pay**, and select **On-screen** list.

The system displays the Select Invoices to Pay – Selection Criteria dialog.



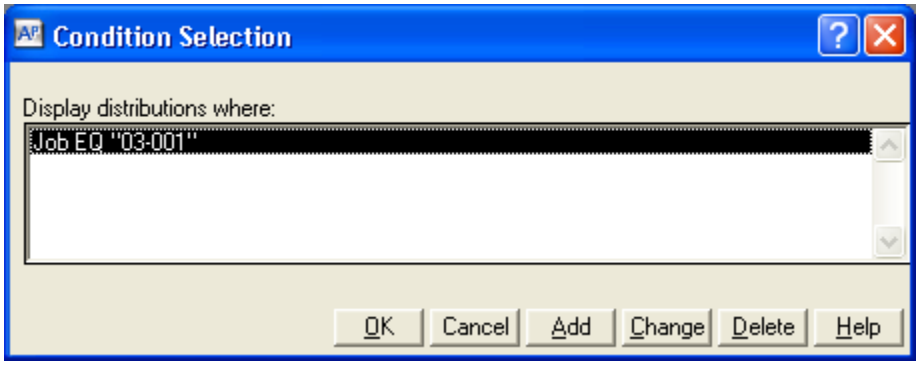
2. *Click* **Vendor** for the Selection List Order.
3. *Click* **Conditions**.

The system displays the Add a Condition dialog.



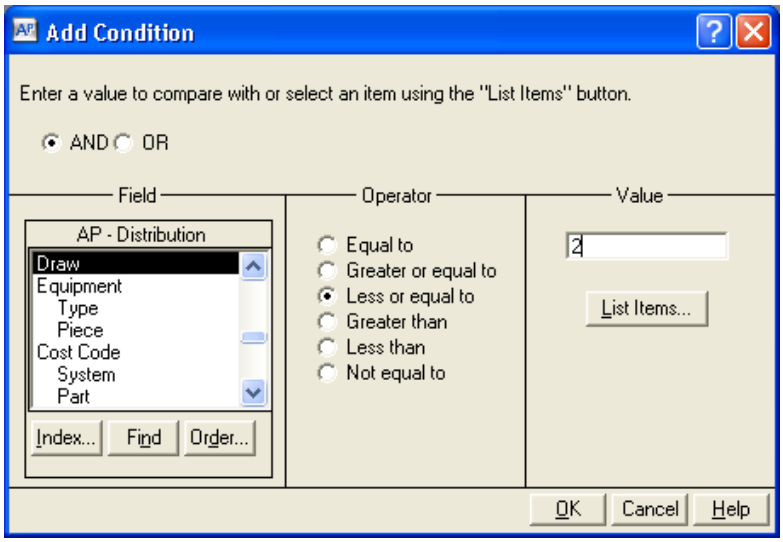
4. Select the **Job** Field, **Equal to** Operator, type the job number **Value**, and *click* **OK**.

The system displays the Condition Selection dialog.



5. *Click* **Add**.

The system displays the Add Condition dialog.



6. Select the **AND** radio button and select the **Draw** Field, **Less or equal to** Operator, type the draw number **Value**, and *click* **OK**

   This will include invoices entered for a previous draw, but not approved for payment in time for the previous draw.

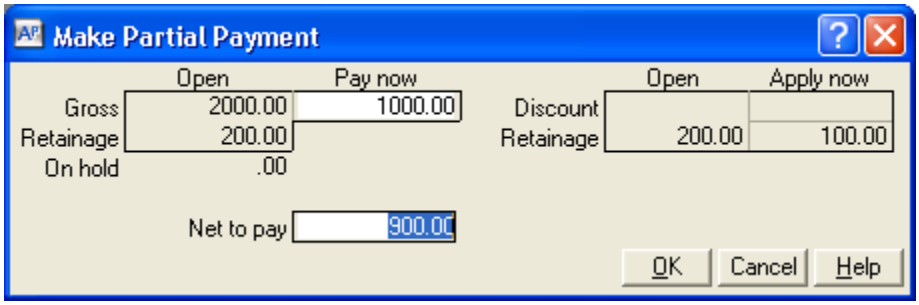
The system displays the Select Invoices to Pay – Selection Criteria dialog.

7. *Click* **Ranges** and select the original vendors/subcontractors.
8. *Click* **Start**.
9. Verify that no other invoices are selected for payment by *clicking* **Other, Show Totals,** and then **OK**.

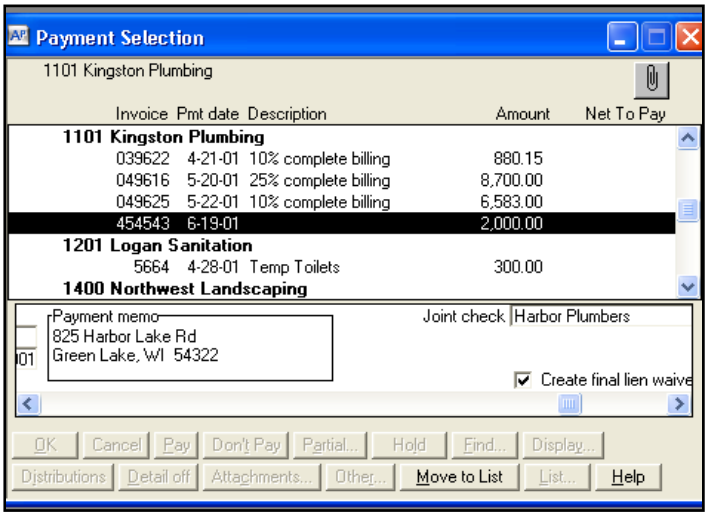
If…	Then…
net to pay does not equal zero,	• either pay the selected invoices first before running the joint vendor check procedure, or • *Click* **Other**, **Exclude all**, and then **OK** to temporarily unselect them. • This step is important in tying your Timberline totals to your Textura ACH Release report.

Using the custom check design,	avoid paying invoices that are not joint vendor checks during this check run

10. Highlight the first invoice of the original vendor/subcontractor to be paid as a joint check and *click* **Pay** to pay in full or *click* **Partial** to make a partial payment.
11. Type the partial payment amount in **Pay now** and *click* **OK**.



12. *Click* **Detail on**.
13. *Click* Move to Detail.



14. Scroll to the right and type the name of the Joint Vendor to the original subcontractor under **Joint Check**.
15. Under **Payment memo** (scroll to the left if necessary), type the address of the Joint Vendor receiving the check.

    If the subcontractor is also in the Timberline system, type the Timberline vendor number (the joint check program will look up the address from the vendor record.)

    If you leave the Payment memo field blank, then no address will print on the custom joint check.
16. Repeat steps 10 – 15 for all joint checks.
17. After all joint checks have been selected, *click* **Other** and **Show Totals** and compare the **Net to Pay** with the Textura ACH Released report subtotal for joint checks.
18. If the totals match, *click* **OK, OK**, and then **Close**.

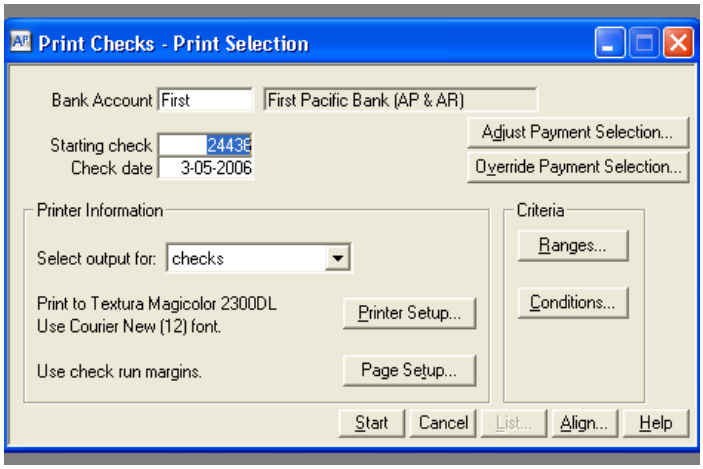
    If the totals do not match, compare the ACH Release report to vendor/invoices selected and make any necessary corrections.

19. You may need to exit the select invoices program and print the Invoices Selected for Payment Report. From the **AP** menu, *click* **Reports, Invoice Registers**, and select **Invoices Selected for Payment**.

I. Print Checks

To print checks,

1. From the **AP** main menu, *click* **Tasks** and select **Print Checks**.



2. Type the main bank's **Bank Account**.
3. Type the **Starting check** number.
4. Type the **Check date**.
5. Select the **Output for** Checks.
6. *Click* **Printer Setup**.
7. Check **Print to File**.
8. *Click* **OK**.

II. Print a Joint Check Custom Design

To print a Joint Check Custom Design,

1. Load the check stock in the printer.
2. *Click* **Reports, Textura** (menu), and select **Print Joint Checks**.
3. Type the **range** of check numbers.
4. *Click* **Start.**

C. Paying Manual Checks

If the ACH Release notice contains any Textura Manual Checks, pay those next.

Note: These are payments to vendors who will not be receiving an ACH payment. Instead they must be paid with an actual computer check printed from Timberline.

I. Select Invoices to Pay

To select invoices to pay,

1. From the **AP** main menu, *click* **Tasks, Select Invoices to Pa**y, and select On-screen list.
2. *Click* **Vendor** for the Selection List Order.
3. *Click* **Conditions**.

The system displays the Add a Condition dialog.

4. Select the **Job** Field, **Equal to** Operator, type the job number **Value**, and *click* **OK**.

The system displays the Condition Selection dialog.

5. *Click* **Add**.

The system displays the Add Condition dialog.

6. Select the **AND** radio button and select the **Draw** Field, **Less or equal to** Operator, type the current draw number **Value**, and *click* **OK.**

   This will include invoices entered for a previous draw, but not approved for payment in time for the previous draw.

The system displays the Select Invoices to Pay – Selection Criteria dialog.

7. *Click* **Ranges** and select the manual check vendors/subcontractors.
8. *Click* **Start.**
9. Highlight the first invoice of the vendor/subcontractor to be paid as a Textura Manual check and *click* **Pay**.
10. Repeat for all Textura Manual checks.
11. After all Textura Manual checks have been selected, click **Other** and **Show Totals** and compare the Net to Pay with the Textura ACH Release report subtotal for Textura Manual checks.
12. If the totals match, *click* **OK, OK**, and then **Close.** If the totals do not match compare the detail report to vendor/invoices selected and make any necessary changes.

II. Print Checks

To print checks,

1. Load the check stock in the printer.
2. From the **AP** main menu, click **Tasks** and select **Print Checks**.
3. Type the main bank's **Bank Account**.
4. Type the **Starting check** number.

5. Type the **Check date**.
6. *Click* **Start.**

D. Recording Paid Retainage and Paid Invoices from the ACH Release Notice

The invoices and retainage to be paid through Textura via ACH payments must be recorded as paid in Timberline. This is done through a check run where the checks are sent to a print file or printed on blank paper.

Note: These are not real checks and should not be printed on check stock.

If the ACH Release Notice contains any retainage releases, select them first.

Retainage on regular checks can be paid on the same check run as payments for the net invoice, but must be selected separately under Select Invoices for Payment.

I. Select Retainage Invoices

1. From the **AP** main menu, click Tasks, Select Invoices to Pay, and select On-screen list.

The Select Invoices to Pay – Selection Criteria dialog is displayed.

2. To select Retainage invoices to pay,

If this is	Then
an early release of retainage prior to the final bill for	**1.** Click **Vendor** for the Selection List Order. **2.** Select the Retainage Invoices Only checkbox. **3.** Click Conditions. The system displays the Add a Condition dialog. **4.** Select the **Job** Field, **Equal to** Operator, type the job number Value, and click **OK**. **5.** The system displays the Condition Selection dialog. **6.** Click **Add**. **7.** The system displays the Add Condition dialog. **8.** Select the **AND** radio button and select the **Draw** Field, **Less or equal to** Operator, type the draw number Value, and click **OK** This will include invoices entered for a previous draw, but not approved for payment in time for the previous draw. The system displays the Select Invoices to Pay – Selection Criteria dialog. **9.** Click **Ranges** and select the vendors **10.** Click **Start**.

If this is	Then
the final bill and you want to include all or most retainage	**11.** *Click* **Job** for the Selection List Order and **Retainage Invoices Only** checkbox. **12.** *Click* Conditions. **13.** The system displays the Add a Condition dialog. **14.** Select the **Draw** Field, **Less or equal to** Operator, type the current draw number, and click **OK**. The system displays the Condition Selection dialog. **15.** *Click* **Add**. **16.** The system displays the Select Invoices to Pay – Selection Criteria dialog. **17.** *Click* **Ranges** and select the Job. **18.** The system displays the Select Invoices to Pay – Selection Criteria dialog. **19.** Select the Automatically include invoices for payment checkbox. **20.** *Click* **Start**.

3. Pay or unpay vendor/invoices as needed.
4. Compare ACH Release Report totals.
5. *Click* **Other, Show Totals**, and then **OK**.
6. Verify that the **Pay Now** total matches the RETAINAGE RELEASE total from the Textura ACH Release report. If it does not match, make necessary corrections and compare again.

II. Select Invoices to Pay

To select invoices to pay,

1. From the AP main menu, *click* Tasks, Select Invoices to Pay, and select On-screen list.
2. *Click* **Job** for the Selection List Order.
3. *Click* **Conditions**.

   The system displays the Add a Condition dialog.
4. Select the **Draw** Field, **Less or equal** to Operator, type the current draw number, and *click* **OK**.

   The system displays the Select Invoices to Pay – Selection Criteria dialog.
5. *Click* **Ranges** and select the Job.

   The system displays the Select Invoices to Pay – Selection Criteria dialog.
6. Select the Automatically include invoices for payment checkbox.
7. *Click* **Start**.
8. Pay or unpay vendor/invoices as needed.
9. Compare ACH Release Report totals.
10. *Click* **Other, Show Totals**, and then **OK.**

11. Verify that the **Pay Now** total matches the combined total of Invoices and Released Retainage from the Textura ACH Release Report. If it does not match, print the Timberline Invoices Selected for Payment Report if necessary, make changes and compare again.

III. Print Checks

To perform a Mock Check run and record the payment to be made via ACH,

1. From the **AP** main menu, *click* **Tasks** and select **Print Checks**.
2. Select **ACH Bank** (if using a separate bank for ACH transactions, otherwise select appropriate bank account), **Starting check** number, and **Check date**.
3. If you are sending checks to a print file, *click* **Printer Setup** and check **Send to Print File**.

Note: If you are not sending the checks to a print file, make sure that you print them on plain paper, not check stock.

4. *Click* **Start.**

Appendix A:Textura – Timberline Initial Interface Setup

Introduction

Before using Textura with Timberline, there are initial setup procedures and considerations. These include verifying or changing settings previously selected in Timberline. Settings that affect the overall setup of Timberline are called global settings. Settings that affect particular application (AP, CM, JC, etc.) functions are called application settings. This section will explain how these settings control the outcome of the interface and where appropriate, will make recommendations for ease of processing.

A. Global Settings

Global Settings include Accounting Methods, Batch Name, File Locations, and Custom Descriptions. Accounting Methods and Batch Name settings determine some of the screens that will be visible during import invoices and the entries that will be made in General Ledger. File locations determine where various files are stored and if there will be multiple files of the same type. Custom descriptions allow you to change some of the Timberline default descriptions and attributes of standard fields. This manual uses Timberline standard descriptions. If you have customized any of your descriptions, you may need to refer back to the Timberline Field Type for clarification.

Note: If Timberline operator security is being used, it is important to log on to Timberline as a user with the security status of unlimited (privileged operator) when performing the initial set up. If any of the menu paths are grayed out or not visible, then the operator probably lacks the security to perform the task or function.

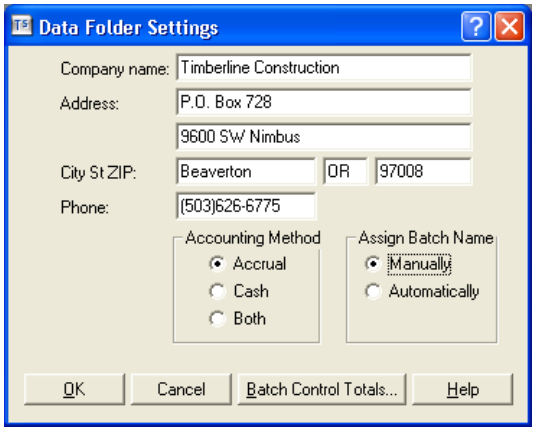
I. General

Accounting Methods

The accounting method selected in Timberline determines the general ledger entries created when you import invoices into Timberline from Textura. During the import, Timberline creates the same cash and/or accrual entries that it would have created had the invoice been entered through AP, Tasks, and Enter Invoices.

To verify the accounting method,

1. From any main menu *click* **File, Data Folder Settings**, and then select **General.**
   - Accounting Method
   - Accrual (default)
   - Cash, or
   - Both
2. *Click* **OK**.



Accrual Method

Under the Accrual Method, the import and post invoice process creates the General Ledger entries debiting the "expense/work in process account" based on the retrieval hierarchy and crediting the AP/Retainage accounts. Recording paid invoices or printing checks creates the debit entry to the AP/Retainage accounts and the credit entry to the Cash Account.

Cash Method

Under the Cash Method, recording paid invoices or printing checks creates the General Ledger debit for the "expense/work in progress account" and the credit for the Cash Account. The system does not create General Ledger entries during import invoices.

To view the AP/Retainage Accounts, from the **AP** main menu, click **File, Data Folder Settings**, **AP Settings**, and select **GL Entries**.

To view the Cash Account, from the **CM** main menu, click **Setup, Bank Accounts**, and select the **AP Bank Account, GL Cash Account** tab.

Both

If **Both** is selected, Timberline creates and maintains two sets of entries, one for accrual and one for cash.

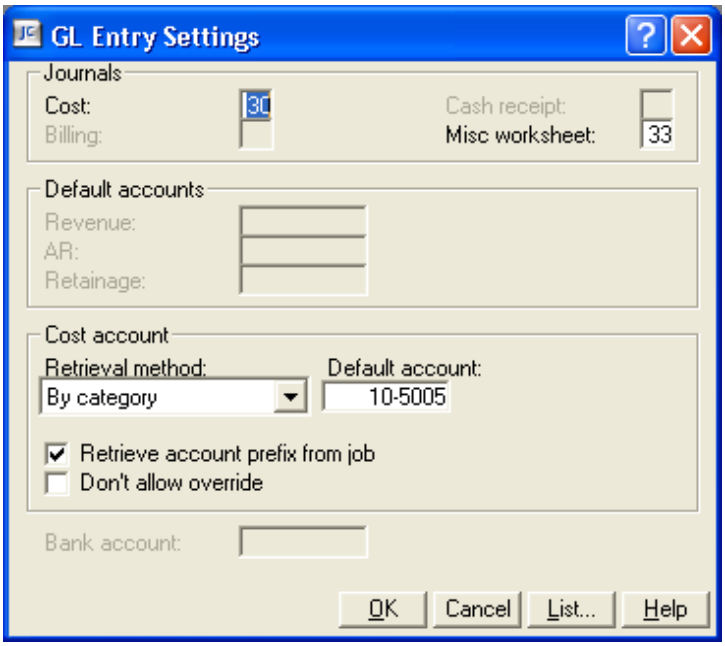
Note: It is not advisable to change the accounting method once processing in Timberline has begun. This is a point of reference only.

Timberline GL Account Retrieval Hierarchy

GL expense/work in progress retrieval hierarchy

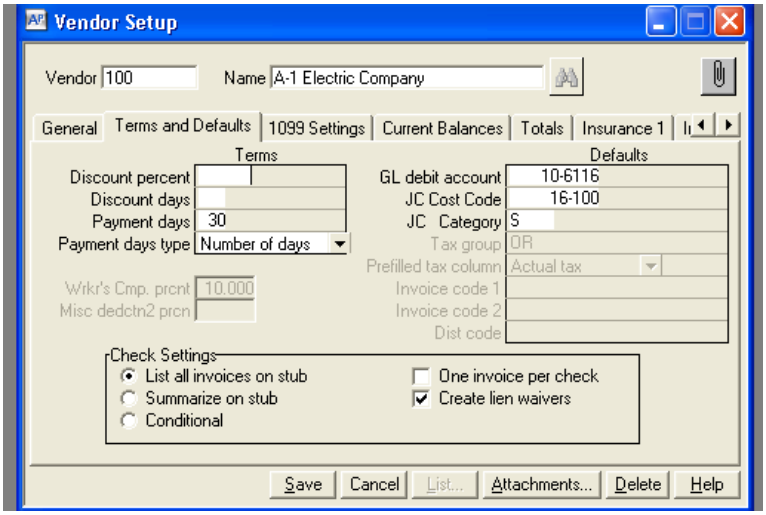
1st Retrieval Location

1. From the JC main menu, *click* File, Data Folder Settings, JC Settings, GL Entry, and select Cost Account Retrieval Method.



2nd Retrieval Location

2. From the **AP** main menu, *click* **Setup, Vendors, Terms & Defaults**, and select **GL debit** account.



Note: If you are not setting up expense/work in progress accounts in job cost, make sure that each subcontractor/vendor has a default GL debit account set up in the Vendor record on the Terms and Defaults tab. If an account number is not retrieved during import invoices, the invoice will be rejected. For more information regarding the account retrieval hierarchy, see the Timberline documentation.

Assign Batch Name

To assign batch names, from any main menu *click* **File, Data Folder Settings**, and then select **General**.

If set to **Manual**, you will be prompted for Batch number, description, and date when you import invoices in AP. Settings under Batch Control Totals do not affect prompts when importing invoices.

Note: It is recommended that if you assign batches manually, preface each batch number with “TEX” to quickly and easily identify imports from Textura.

II. Verifying field descriptions

Since you can change some field descriptions in Timberline, this manual uses the Timberline default descriptions. If you changed any of these standard field names and need to identify the default description, select **File, Data Folder Settings, Custom Descriptions**, and scroll through **Timberline Field** Types.

Note: The AP Invoice number is limited to 15 characters. If an invoice entered in Textura is greater than 15 characters, Textura will truncate and export the last 15 characters.

III. Custom Fields

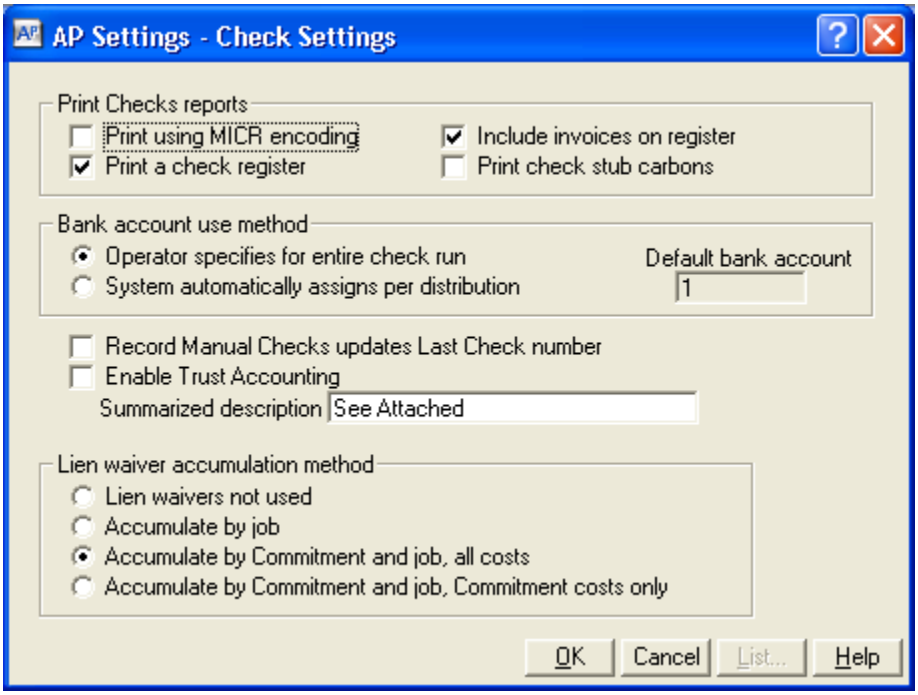
1. From any main menu, *click* **File, Data Folder Settings**, and select **Custom Fields**.

2. Custom fields set up in Timberline will not affect Textura. Textura does not use Timberline custom fields.

B. Application Settings

I. AP Settings

To assign AP Settings, from the AP main menu, *click* **File, Data Folder Settings, AP Settings**, and then select **Check Settings**.



Bank Account Use Method

1. On the AP Settings – Check Settings dialog, *click* **Operator specifies for the entire check run**.

Note: Use this option if vendors will be paid through a title company for some jobs and user wishes to keep title company payments in a separate bank account in CM (Cash Management)

Note: Use this option if user is paying from their bank account and they would like to keep ACH payments in a separate bank account from the actual checks.

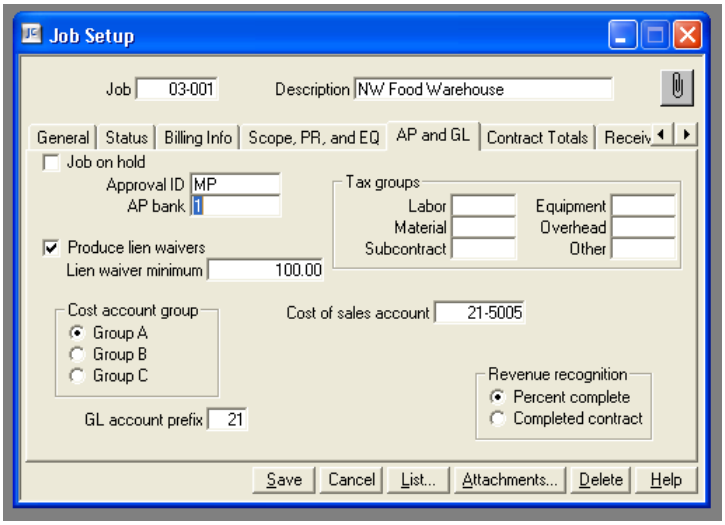
Under this option, a bank is not assigned at the invoice distribution level; therefore, select the bank when you print checks.

Note: If you use MICR; do not click Operator specifies for the entire check run.

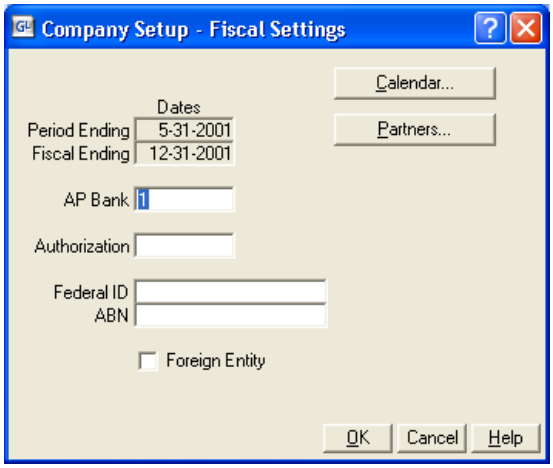
2. If using MICR, on the AP Settings – Check Settings dialog, *click* **System automatically assigns per distribution**.

   Under this option,

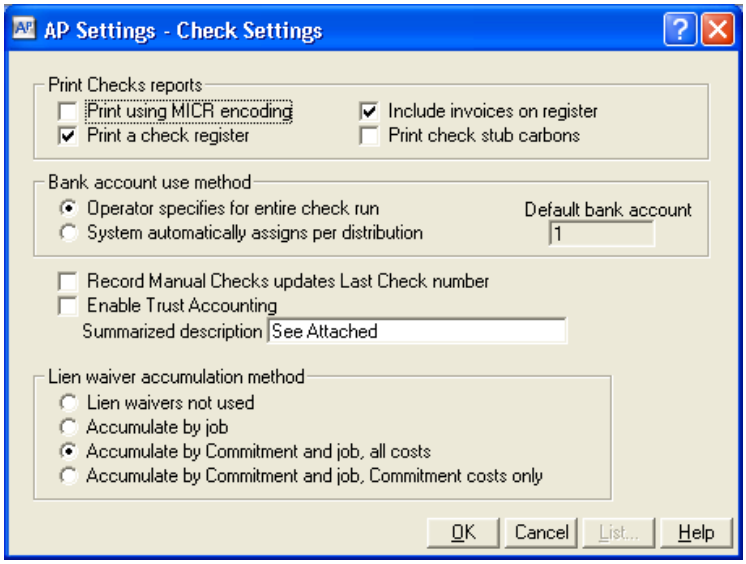
   - The bank is assigned to the invoice distribution when the invoice is entered manually in Timberline (Tasks, Enter Invoices) or when invoices are imported from Textura.
   - Timberline looks up the bank account
   - From the Job record (from the **JC** main menu, *click* **Setup**, **Jobs**, **AP and GL tab**, and then select the **AP Bank**),



3. If using prefixes from the GL prefix level (from the GL main menu, click Setup, Prefix/Base, ”prefix name,” and then click Fiscal Settings, AP Bank),



- From the AP default bank (from the AP main menu, *click* **File**, **Data Folder Settings**, **AP Settings**, and then *click* **Check Settings, Default bank account**).



- When you print checks, only invoices assigned to the Bank Account selected on the Print Checks-Print Selection window will be paid.

4. If you use MICR and want separate bank accounts for ACH payments, perform either of the following options:

   - **Method one:** Change the bank account in the job record:

   Before importing invoices from Textura, change it to **ACH bank**.

   After importing invoices from Textura, change it back to **Check Bank**.

   - **Method two:** Change the bank account use method:

   Prior to recording ACH payments, change it to **Operator specifies for entire check run**.

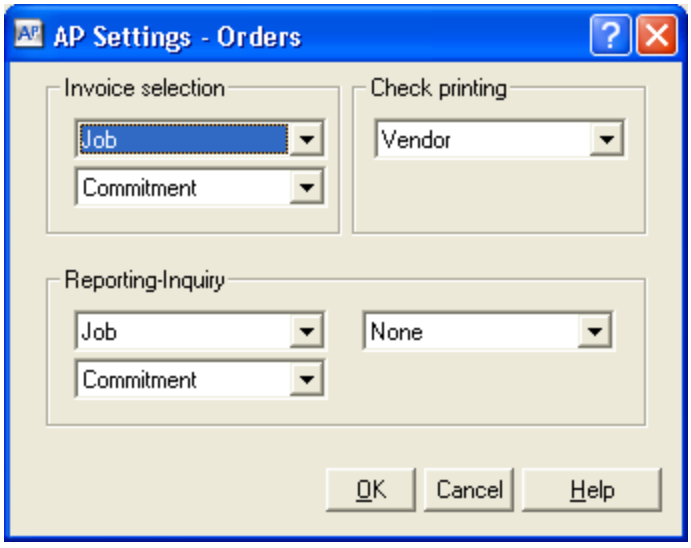
   After recording the ACH payments, change it back to **System automatically assigns per distribution**.

Lien Waiver Accumulation Method

All Lien Waivers for Textura projects can be printed through Textura. To print Timberline Lien Waivers for non Textura projects, see your Timberline documentation.

Invoice Selection Order

1. From the AP main menu, *click* File, Data Folder Settings, AP Settings, Orders, and then select Invoice Selection.



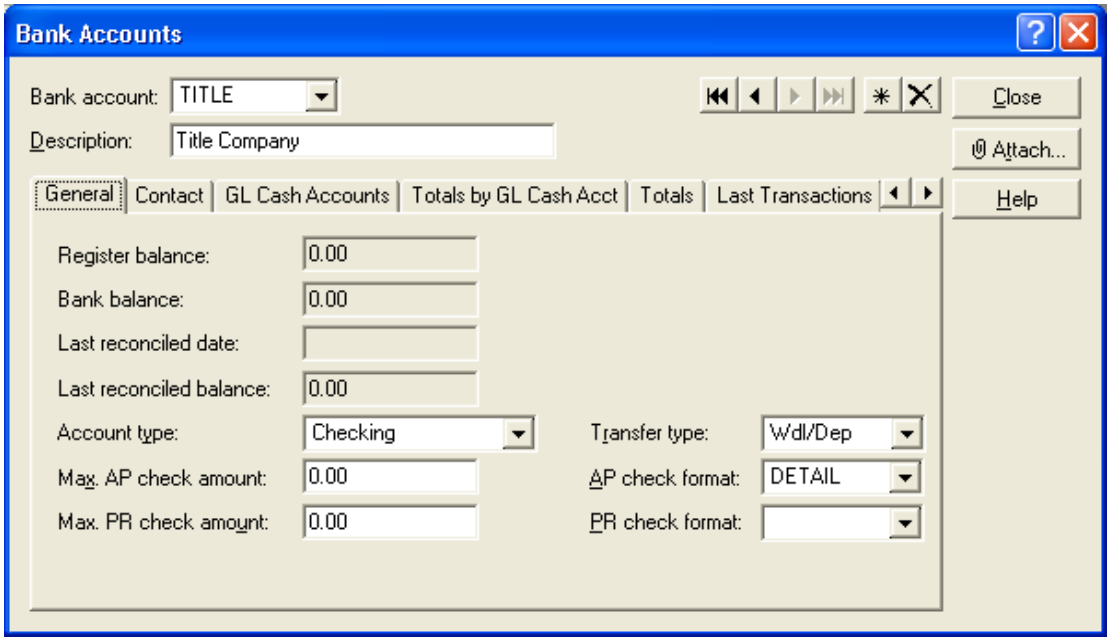
2. Select **Job** from either of the two drop-down lists (preferably the first). This will make it easier to select invoices when you record ACH payments.

II. CM Settings

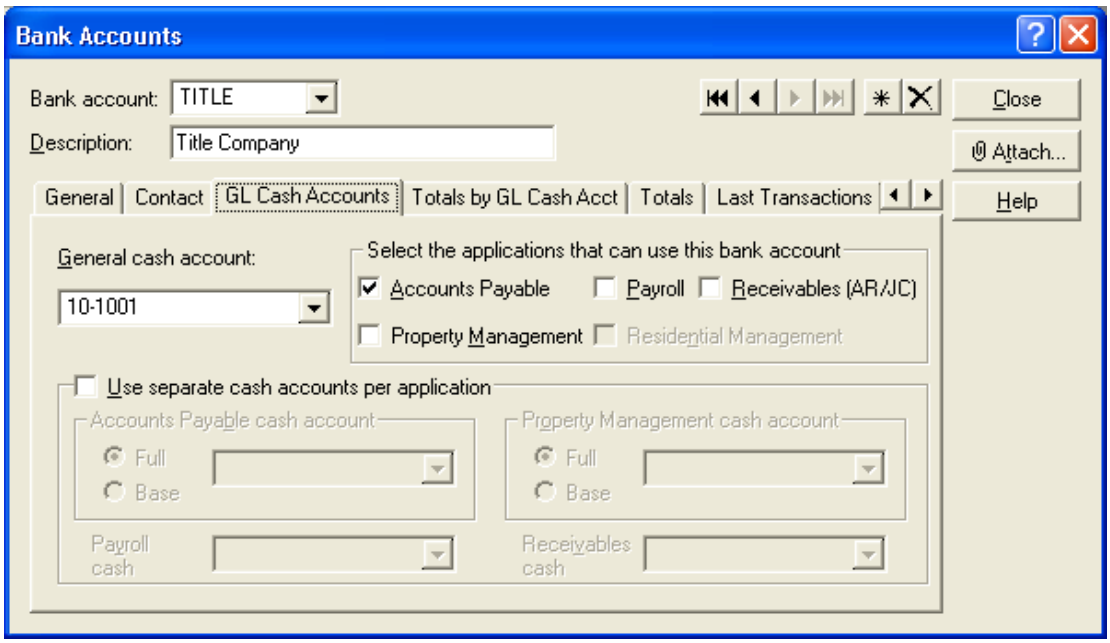
ACH Bank Account Setup (Optional)

If using a separate bank account for ACH payments, set up an additional bank account in CM.

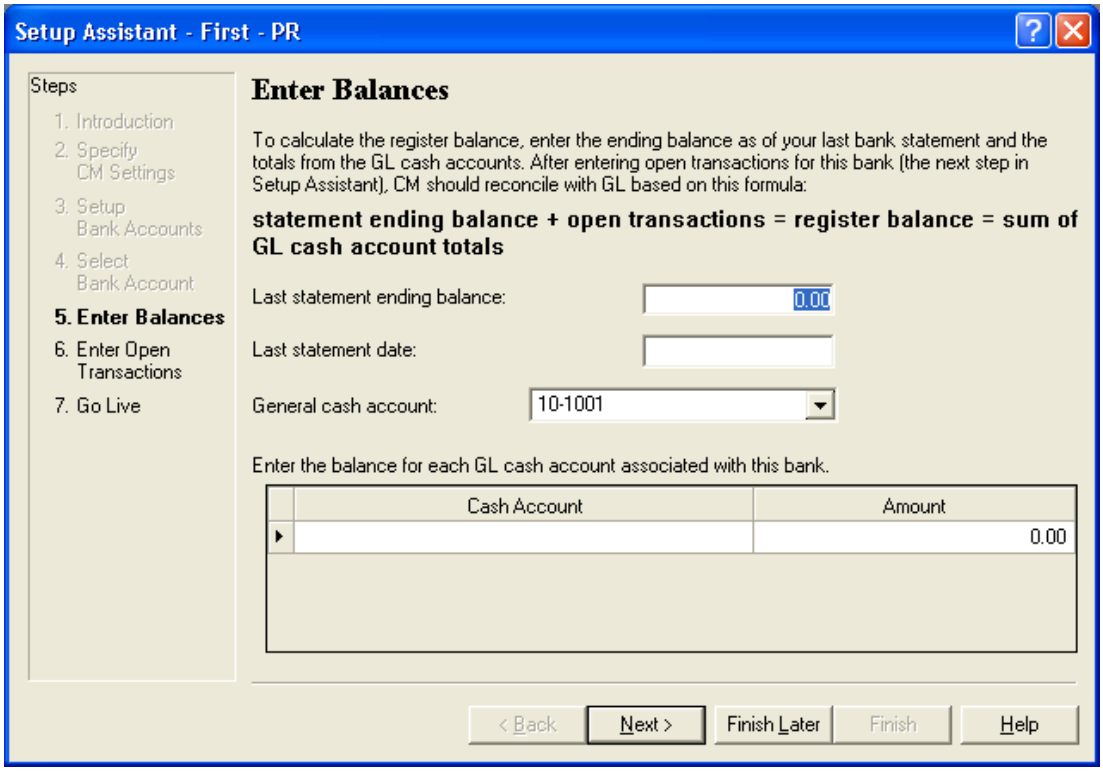
1. From the **CM** main menu, click **Setup**, **Setup Assistant**, **Setup Bank Accounts**, and then select the **Bank Account** and click ✳ (the asterisk button).



2. At a minimum, perform the following:
   - select the **AP Check Format** (General tab),
   - type the **General Cash Account** number (GL Cash Accounts tab), and
   - Check **Accounts Payable** (GL Cash Accounts tab).



3. Continue with step 4 “Select Bank Account” through step 7 “Go Live.”


Setup Assistant - First - PR
Steps
1. Introduction
2. Specify CM Settings
3. Setup Bank Accounts
4. Select Bank Account
5. Enter Balances
6. Enter Open Transactions
7. Go Live
Enter Balances
To calculate the register balance, enter the ending balance as of your last bank statement and the totals from the GL cash accounts. After entering open transactions for this bank (the next step in Setup Assistant), CM should reconcile with GL based on this formula:
statement ending balance + open transactions = register balance = sum of GL cash account totals
Last statement ending balance: 0.00
Last statement date:
General cash account: 10-1001
Enter the balance for each GL cash account associated with this bank.
Cash Account
Amount
0.00
< Back
Next >
Finish Later
Finish
Help

III. AR/JC Settings

Using Accounts Receivable

If you are using the Timberline Accounts Receivable application for this data folder, you must assign a default Billing Method. You can select the same method for all jobs or select a different method for each job when creating the job. The entry level determines how much detail will be entered for “Quick Bill” jobs. You can enter invoices as a summary to the overall job or enter invoices at a cost code level.

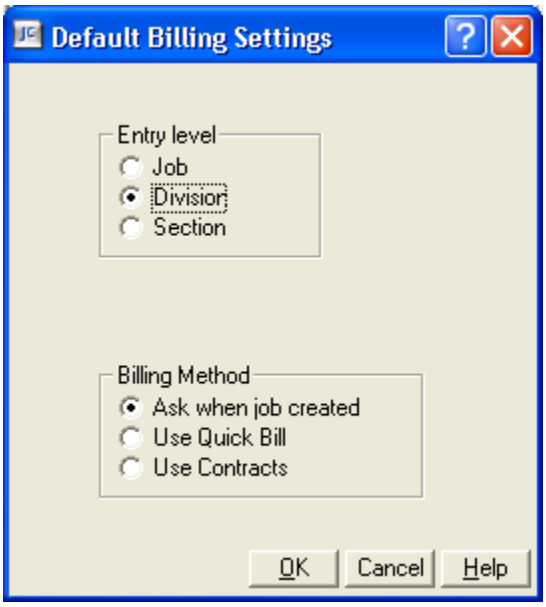
Verify Billing Settings

To view your default settings for Entry level and Billing Method,

1. From the **JC** main menu, *click* **File**, **Data Folder Settings**, **JC Settings**, and then *click* **Billing**.

   The system displays the Default Billing Settings dialog.

Note: Once you save a job, you cannot easily change the default Billing Method or the default Entry level. See Timberline Documentation for more information.



Verify Billing Method

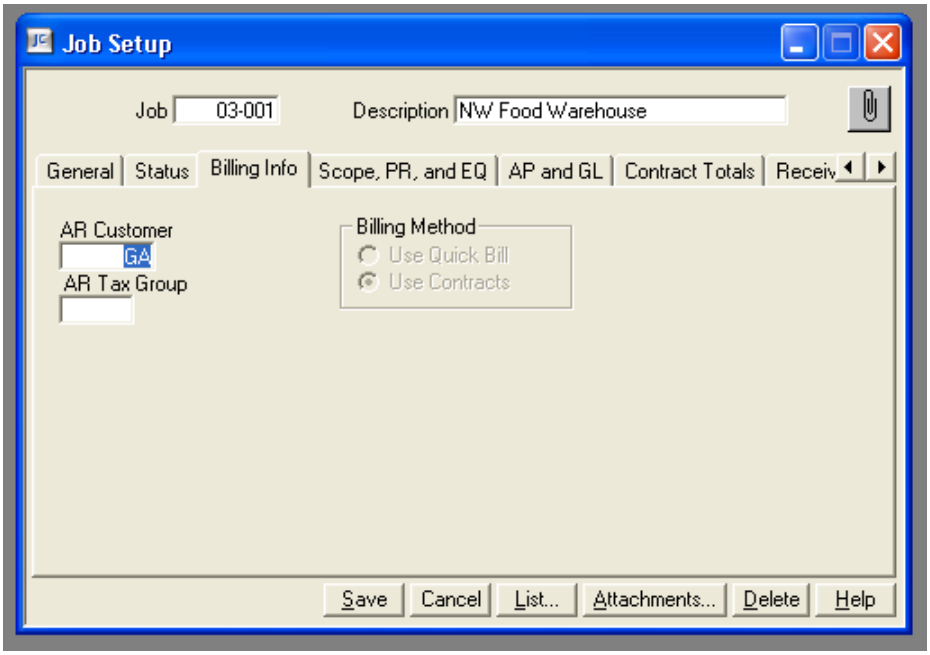
To view the billing method of a job,

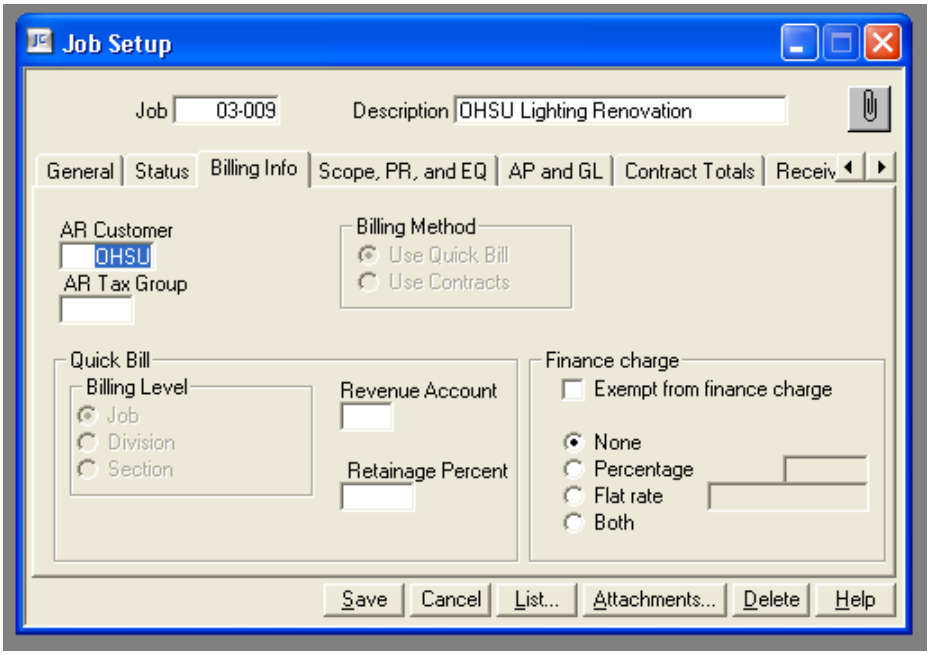
- 1. On the **JC** main menu *click* **Setup** and select **Jobs**.

The system displays the Job Setup dialog.

- 2. Type the **Job number**.
- 3. *Click* **Save** and *click* the **Billing Info** tab.

Note: The billing method is selected when the job is first set up and is not easily changed. For more information *click* Help, Help Topics, Index, Billing Method, "changing the billing method."





Select the Billing Method:

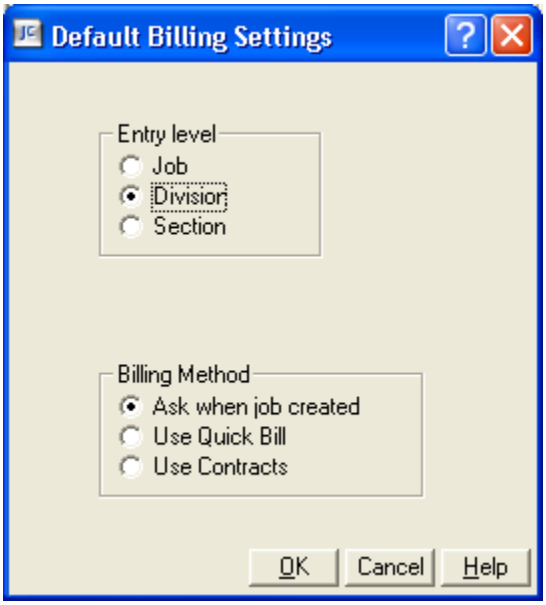
If you…	Then…
select Use Contracts,	The contract and at least one contract item must be set up in the ne Contract Application and linked to the job. 1. From the **Contract** main menu, click **File** and select **New Contract**. 2. Select **Active** and type the new contract number.
select Use Quick Bill,	The draw information is entered in Accounts Receivable using the Job nd depending on the Entry level, cost code, rather than the Contract and Item.
are entering only the total amount of the completed in Textura,	Either method will work.

Note: If you are entering line item detail, see your Timberline documentation for more information.

Using Job Cost to enter Receivables

If you are using the Job Cost application to record draws and cash receipts, then the defaults selected on the Billing tab apply to all jobs. You cannot change the selections once you save a job. When entering draws and cash receipts, you must enter the job information. Contract and contract item information are not available.

To view your default settings for Entry level and Billing Method, from the **JC** main menu, *click* **File, Data Folder Settings, JC Settings**, and then *click* **Billing**.



Using Textura will not change your billing workflow. Enter draws, cash receipts, and hold/bill retainage the same as you would any other accounts receivable item in Job Cost.

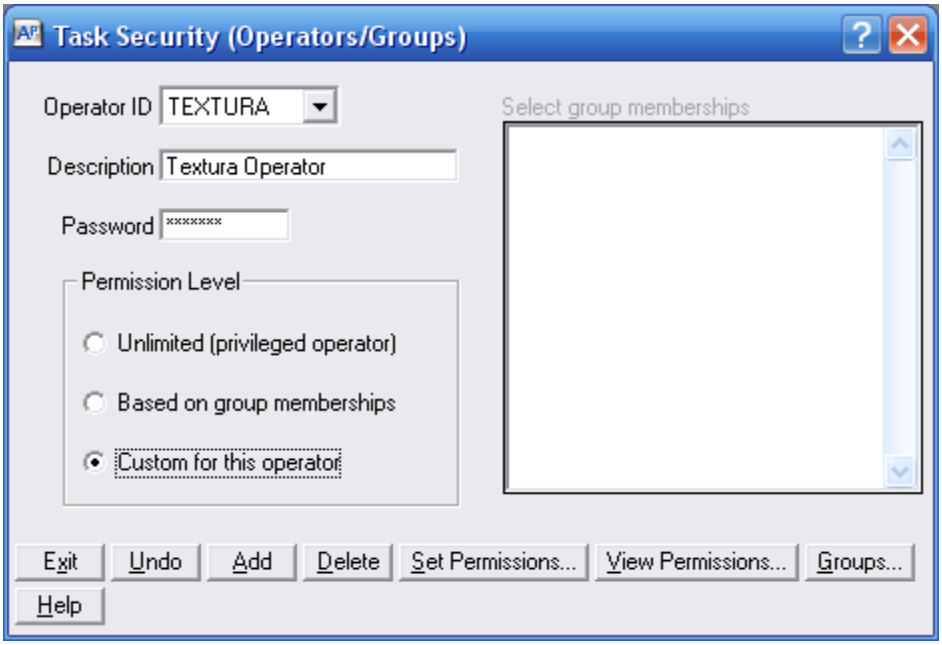
Note: From the JC main menu, click Tasks, Enter billing or Enter Cash Receipts. If you are using the Timberline Accounts Receivable application, these menu items will not be visible.

IV. Timberline Operator Security

If Timberline operator security is being used and the operators (or groups) who will be performing the exports and imports do not have security status of unlimited (privileged operator), then add the exports and imports to their permission list.

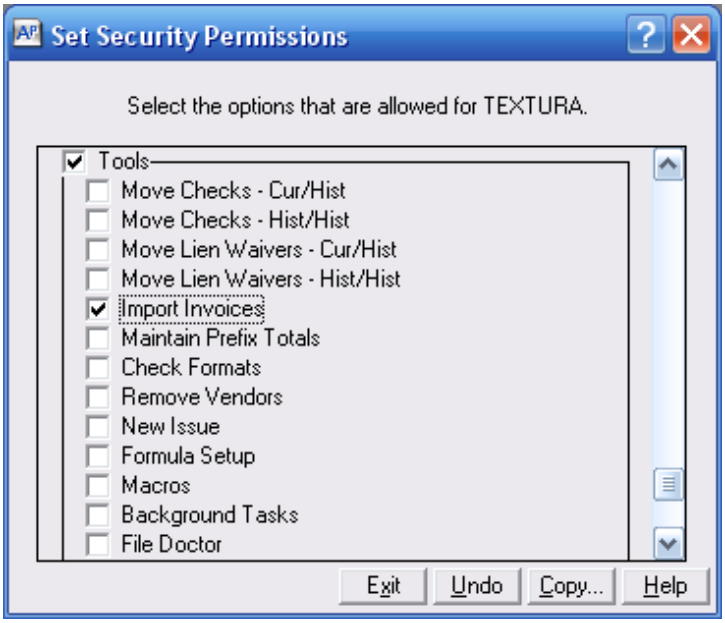
1. From the **AP** menu, *click* **Tools**, **Security**, and the select **Tasks (operators/groups)**.

   The system displays the Task Security (Operators/Groups) dialog.



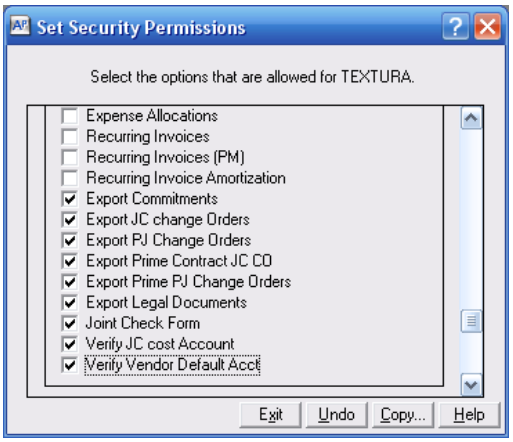
2. Select the **Operator ID** and click **Set Permissions** or click **Groups**.

   The system displays the Set Security permissions dialog.



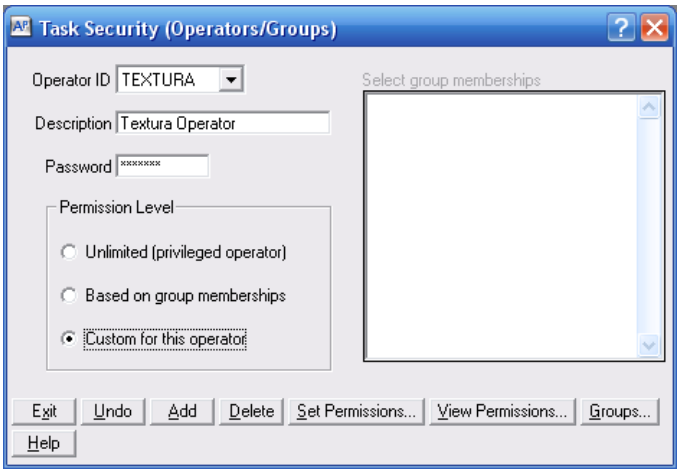
1. If the Operator (or Group) will be importing invoices from Textura, select **Import Invoices** from the Tools section.

If the Operator (or Group will	Then from the…	Select…
importing invoices from Textura	Tools section	Import Invoices.
exporting invoices from Timberline	Reports section	Export Commitments Export JC Change Orders Export PJ Change Orders Export Prime Contract JC CO Export Prime PJ Change Orders Export Legal Documents Joint Check Form Verify JC cost Account Verify Vendor Default Acct



4. *Click* **Exit**.

The system displays the Task Security (Operators/Groups) dialog again.



5. Modify permissions for all operators/groups that will be needing access and then *click* **Exit**.

Index

Accounting Methods, 65
Accrual Method, 65
Cash Method, 65
Accounting Package, 19
Edit Organization, 19
Setting up, 19
ACH Bank Account Setup, 72
AP Invoice Ask Name settings
Imports, 12
Printouts, 11
Reports, 12
AP Settings
Bank Account Use Method, 68
Invoice Selection Order, 71
Lien Waiver Accumulation Method, 71
Application Settings, 68
AR/JC Settings, 74
CM Settings, 72
Custom Reports to Report Menus, 12
AR/JC Settings, 74
Billing Method, 75
Billing Settings, 74
Job Cost to enter Receivables, 77
Using Accounts Receivable, 74
Assign Batch Name, 67
Bank Account Use Method, 68
Billing Method, 75
Billing Retainage, 51
Billing Settings, 74
Cash Receipts, 50
Change Orders, 22, 32
CM Settings, 72
ACH Bank Account Setup, 72
Commitments, 21
Export, 21
Import, 25
Copying custom reports, 9
Create folders for importing and exporting data, 9
Custom Fields, 68
Custom Reports to Report Menus, 12
Edit Organization, 19
Enter Cash Receipts, 50
Export and Import Legal Documents and Requirements, 37
Export Commitment/Subcontract Change Orders
Timberline default, 22
Timberline Version 9.1 or less, 22
Timberline Version 9.2 or greater, 22
Export Commitments, 21
Export invoices, 42
Export Payments Report, 42
Reconciliation (ACH Release) Report Summary, 42
Export JC change orders, 22
Export JC Change Orders, 23
Export Legal Documents and Requirements, 37
Export Owner/Prime Contract Change Orders from Timberline, 32
Export Payments Report link, 54
Export PJ change orders, 22
Export PJ Change Orders, 24
File Locations, 9
Copying custom reports, 9
Create folders for importing and exporting data, 9
Verifying current locations and editing import locations, 9
GL expense/work in progress retrieval hierarchy, 66
Global Settings, 64
Import Commitments, 21, 25
Import invoices, 44, 47
Import Legal Documents and Requirements, 38
Imports, 12
Initial Interface Setup, 9, 64
Invoice Selection Order, 71
Joint Check Vendors, 56
Legal Documents and Requirements, 37
Export, 37
Import, 38
Introduction, 37
Overview, 38
Lien Waiver Accumulation Method, 71

Overivew
Insurance/Legal Documents, 8
Overview, 6
Accounts Payable, 8
Commitments/Subcontracts, 7
Textura-Timberline Workflow, 6
Owner Contract Change Orders, 22, 32
Owner/Prime Contract Change Orders, 22, 32
Export, 32
Import, 30, 33
Paying Manual Checks, 60
Prime Contract Change Orders, 22, 32
Print a Joint Check Custom Design, 59
Print the Textura ACH Release report, 53
Printouts, 11
Reconciliation (ACH Release) Report Summary, 55
Recording Invoices (Draws), 48, 52
Recording Paid Retainage and Paid Invoices, 61
Recording subcontractor/vendor payouts, 53
Reports, 12
Selecting invoices to pay for any Joint Check Vendors, 56
Subcontractor Invoices
Introduction, 42
Terminology, 5
Textura ACH Release report, 53
Textura Billing Process, 7
Textura-Timberline Workflow
Textura Billing Process, 7
Timberline GL Account Retrieval Hierarchy, 66
Timberline Operator Security, 78
Timberline, version 9.1 or less, 22
Export JC change orders, 22
Timberline, version 9.2 or greater, 22
Export JC change orders, 22
Export PJ change orders, 22
Using Accounts Receivable, 74
Using Job Cost to enter Receivables, 77
Verifying current locations and editing import locations, 9
Verifying field descriptions, 68